



16.08.2017

No : MGM/CET/2017-18 | 03

Academic Calendar for ODD Semester - 2017 S.E., T.E., B.E.

S. No	Date/Duration	Week	Activity
1	7 th July 2017		<p>Pre Semester activities:</p> <ol style="list-style-type: none"> 1. Individual time tables to be given to all faculty members by 7th July 2017 2. Room time table and class tie tables to be displayed by 7th July 2017 3. Lab time table should be displayed along with rotation chart by 7th July 2017 4. Course files to be prepared and kept ready as per the Guidelines provided : Action Dean [FE] and HoD's to verify. 5. Faculties upload their course plan in ERP and HoD's/DEAN (FE) upload time tables in ERP 6. Departments should prepare the eligible students lists within two days of declaration of the results. 7. Result analysis of regular students to be done within three days of declaration of results. 8. Names of CR/LR to be prepared within three days of declaration of results and same to be communicated to Dean Academics and Principal
2.	7 th July 2017		<p>Faculty Members</p> <ol style="list-style-type: none"> 1. Assignment 1 on first 20% syllabus to be submitted by faculty member via email to Dean Academics, Principal and DG sir. 2. to submit Course Plan via email to the Dean Academics, Principal and DG 3. to prepare and keep ready Course File as per the Guide Lines provided – HoD to check 4. 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] 5. Proposal for receipt of organizing National Conference/Seminars/conferences to be submitted by Departments to Principal. 6. Proposal for AVISKAR participants to be submitted to Principal. 7. Formation of Departmental Students Association and its activities.
3.	10 th July, 2017	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 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/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. This year some modifications as suggested 4/5 print pages to be included by every faculty and fill the details as required.
4.	11 th July 2017	1.	<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 to be given to the students
5.	24 th July 2017	3	<ol style="list-style-type: none"> 1. Completion of 20% of Syllabus 2. Assignments – II 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.
6.	26 th July 2017	3	<ol style="list-style-type: none"> 1. Submission of Assignment - I by the students Submission records to be maintained. NO LATE SUBMISSION 2. Assignment - II on next 20% Syllabus to be handed over to the students
7.	31 st July 2017	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 in each subject]
8.	8 th August 2017	5	<ol style="list-style-type: none"> 1. Completion of 40% of Syllabus 2. Assignment III on next 20 % syllabus to be submitted by faulty members via email to Dean Academics, Principal and DG sir.
9.	9 th August 2017	5	<ol style="list-style-type: none"> 1. Submission of Assignment – II by the Students I by the students Submission records to be maintained. NO LATE SUBMISSION 2. Assignment - III on next 20% Syllabus to be given to the student

10.	11 th August 2017	5	<p>1. Monthly Report by HoD's & Dean (FE) regarding lecture and Practical Classes in the given format - Email to Convener, Attendance Committee, Dean Academics Principal and DG</p> <p>2. HoDs to submit Hardcopy in the given format to the Attendance Committee and Principal</p> <p>3. 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.</p> <p>4. Display of list of defaulters [with their attendances] in the Class and laboratory till 10th July 2017 with hard copy to Dean [Academics], Convener [Attendance Committee] and Principal</p> <p>5. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acad) & Principal - Action: Faculty, Class In-Charges, Academic Coordinators. Details of defaulter list and SMS to be attached with course file.</p> <p>6. Return of the corrected Assignment - II to the students and submission record to be maintained.</p> <p>7. Submission of course file by the faculty to the respective HoD's/Dean [FE]</p> <p>8. 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.</p> <p>9. BE/ME Project monthly review by Departmental Committee.</p> <p>10. ERP team submit the list of faculty members (i) who are not filled the data (ii) have taken leave in the month.</p>
11 August 2017			<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
11.	14 th August 2017	6	<p>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.</p> <p>2. Question papers [CLASS TEST 1, CLASS TEST II and ATKT TEST] and class test time tables to be submitted to Principal for approval. Approved time table to be displayed in departmental notice boards.</p> <p>3. Last date for appeal by students detained for CLASS TEST 1..</p>
12.	16 th August 2017	6	<p>1. Institute Attendance Committee to finalize its recommendations regarding the Students who have been detained based on genuine cases and submit to Principal deficiency and submit to the Principal for approval and approved list to be given to all departments, exam cell and conduction team [class test]</p> <p>2. Departmental Faculty meeting: Discuss the first month defaulter and final defaulter list given by institute committee.</p>
13.	18 th August 2017	6	<p>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.</p> <p>2. Duty charts of CLASS TEST 1 to be given to all faculty members</p>
14.	22 nd - 24 th August 2017	7.	1. CLASS TEST I [SE, TE, BE]
15.	31 st August 2017	8.	<p>1. Last date for CLASS TEST 1 CAP</p> <p>2. Name of the faculty members who were not completed test assessments to be given to Principal by CAP team</p>
16.	31 st August 2017		1. Last date for class test 1 marks entries in the system [entries to be done in CAP room only with answer books]
17.	31 st August 2017		<p>1. Completion of 60% syllabus.</p> <p>2. Assignment IV on next 20 % syllabus to be submitted by faulty members via email to Dean Academics, Principal and DG sir.</p>
18.	1 st September 2017		1. Display of class test 1 results by Exam cell
19.	1 st September 2017	8.	<p>1. Results Analysis of Class Test-1 in the prescribed format to be submitted to the Principal and Dean Academics</p> <p>2. Display of the list of students who completed 100% attendance in practical and their submission schedule with hard copy to Dean (Academics) and Principal.</p> <p>3. Submission of Assignment – III by the Students Submission records to be maintained. NO LATE SUBMISSION</p> <p>4. Assignment – IV on next 20% Syllabus to be to be handed over to the students</p>
20.	4 th to 1 st September 2017	8.	<p>1. In-Semester FEED BACK BY STUDENTS[SE/TE/BE] - Action: Dean (FE)/Computer and IT HoD with all class incharges.</p> <p>2. SMS to the Parents/Guardians of the poor performers in CT1 and Email to Dean Academics & Principal - Action: Faculty, Class In-Charges, Academic Coordinators.</p>
21.	4 th - 8 th September 2017	9	<p>1. Submission of Term Work by the students having 100% attendance in the Practical Classes : Sem III, V and VII. A report on this this to be prepared and submit to Dean (Academics) and Principal.</p> <p>2. After 8th September 2017, submission should not be accepted without permission form Dean(Academics) and Principal</p>
22.	8 th September 2017	9	<p>1. Submission of In-Semester FEED BACK report: Action Computer / IT HoD's.</p> <p>2. Departmental attendance committee to finalize the list of defaulters and extra time table for extra practical/tutorials. .</p> <p>3. Return of the corrected Assignment - I to the students and submission record to be maintained</p>
23.	11 th to 15 th September 2017	10	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 11 th , 12 th , 14 th and 15 th weeks only.

24.	11 th September 2017	10	<ol style="list-style-type: none"> 1. Monthly Report by HoDs & Dean (FE) regarding lecture and Practical Classes in the given format - Email to Convener Attendance Committee, Dean Academics, Principal and DG Sir. 2. HoDs to submit Hardcopy in the given format to the Attendance Committee and Principal 3. 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. 4 Display of list of defaulters [with their attendances] in the Class and laboratory till 10th September 2017 with hard copy to Dean [Academics], Convener [Attendance Committee] and Principal. 5. 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/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. 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
11 th September 2017		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 • Elective Courses – process for getting the choices of students 	
25.	13 th September 2017	10	<ol style="list-style-type: none"> 1. Departmental Faculty meeting: Discuss the second month defaulter and final defaulter list given by institute 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
26.	15 th September 2017	10	<ol style="list-style-type: none"> 1. Completion of 80% of Syllabus. 2. Assignment - V on next 20% Syllabus and Practice Question Paper to be submitted by faculty via email Principal , DG and Dean Academics
27.	18 th September 2017	11	<ol style="list-style-type: none"> 1. Submission of Assignment – IV by the Students Submission records to be maintained. NO LATE SUBMISSION 2. Assignment - V 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
28.	21 st September 2017	11.	1. Return of the corrected Assignment - IV to the students and submission record to be maintained
29.	25 th September 2017	12.	1. Question papers CLASS TEST II and ATKT TEST to be submitted to Principal for approval
30.	29 th September 2017		<ol style="list-style-type: none"> 1. Duty charts of CLASS TEST 2 and ATKT test to be given to all faculty members 2. Departments submit the list of students [subject wise] who are appearing ATKT test to conduction team.
31.	4 th – 6 th October 2017	13.	1. CLASS TEST 2 [SE, TE, BE]
32.	9 th -12 th Oct. 2017	14.	1. ATKT TEST [FE, SE, TE & BE]
33.	10 th October 2017	14.	1. Completion of assessments of CLASS TEST 2 and CAP coordinators should submit the pending assessments to Principal
34.	11 th October 2017	14.	<ol style="list-style-type: none"> 1. Monthly Report by HoDs & Dean (FE) regarding lecture and Practical Classes in the given format - Email to Convener Attendance Committee, Dean Academics, Principal and DG Sir. 2. HoDs to submit Hardcopy in the given format to the Attendance Committee and Principal 3. 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. 4. Display of list of defaulters [with their attendances cumulative of three months] in the Class and laboratory till 10th October 2017 with hard copy to Dean [Academics], Convener [Attendance Committee] and Principal 5. 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 (i) who are not filled the data (ii) have taken leave in the month
11 th October 2017		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 	
35.	11 th October 2017	14.	1. Completion of class test marks entry in the system
36.	12 th October 2017	14	<ol style="list-style-type: none"> 1. End Semester FEED BACK by all students : Action DEAN [FE]/ Computer/IT HoD with respective class incharges. 2. Declaration of CLASS TEST 2 results by Exam Cell.
37.	9 rd -12 th October 2017	14	End Semester FEED BACK by all students: Action DEAN [FE]/ Computer/IT HoD with respective class incharges.
37.	13 th October 2017	14	<ol style="list-style-type: none"> 1. Results Analysis of Class Test-2 in the prescribed format to be submitted to the Principal 2. SMS to the Parents/Guardians of the poor performers in CT2 and Email to Dean Academics & Principal - Action: Faculty, Class In-Charges, Academic Coordinators

			3. Report of End semester FEED BACK by all students to be submitted to Principal.
38.	13 th October 2017	15	4. Submission of Assignment 5 and Practice question paper by students.
39.	17 th October 2017		Submission of work load distribution for Even Semester of 2017-18 1. Completion of assessments of CLASS TEST 2 and CAP coordinators should submit the pending assessments to Principal
40.	18 th October 2017		Declaration ofl ATKT results by Exam Cell.
41..	23 rd to 27 th October 2017	16	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.
42.	25 th October 2017	16.	1. Display of the approved mini project details with students group in the departmental notice board.
43.	27 th October 2017	16.	End of the term
44..	30 th October 2017		1. Submission of course file to HoD by all faculty members
45.	29 th Oct to 11 th Nov 17		1. Conduction of Oral/Practical examinations for SE/TE/BE
46.	1 st week Nov 2017		1. Finalization of work load distribution and same to be approved by Principal
47.	15 th Nov 2017		1. Conduction team submit the master time table. 2. duty charts to be given to all faculty members..
48.	20 th Nov 2017		Faculty meeting regarding exam conduction. Action : SS, UFM Convener
49.	20 th Nov 2017		1. Submission of master timetable by departments to approval.
50.	21 st Nov 2017		Commencement of Theory examination.
51.	30 th Nov 2017		1. Submission of course plans to ERP team by all departments as ERP
52.	4 th January 2018		Faculties should submit course file [Even semester] to HoD / Dean FE for signature
53.	5 th January 2018		HoD's/Dean FE submit the report of defaulter faculty members who are not submitted course file.
54.	8 th January 2018		Commencement of Even Semester 2017-2018.

Notes:

1. Dean Academic should monitor strict implementation on day to day basis and should report weekly to Principal.
2. HoD's/Dean [FE] should monitor strict implementation on day to day basis and should report weekly to Principal
3. Dean Academics to submit weekly report to Principal on implementation of lectures/practical as per time table
4. HoD's/Dean [FE] should strictly monitor the implementation of department slots by using the services of Adjunct/Resource persons. .
5. Refer to the University Ordinance for Students' Attendance Monitoring.
6. No. of working days in the semester are 66 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.
7. 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
8. 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.
9. 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)
10. 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.
11. 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.
12. Faculty Members should carry their lecture notes to the Class Room. Taking Text Books and other books is discouraged.
13. 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 10th July , 2017
14. 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.
15. (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.
16. 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.
17. 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.

18. Till the completion of theory examinations and assessments -- Non-Vacation Slot for Faculty
19. It is mandatory to stick to the various deadlines given including those related to examinations and evaluations.
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: [During the semester except CLASS TEST1 and CLSS 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	0815 - 1645	0915 - 1745		0930-1800
Lectures/Practical/ Workshop	0830	0930		--

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

23. **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: August 15 (Independence Day), Aug 17 (Parsi New year) , Aug 25 to Aug 29 (Mid semester break), October 2 (Mahatma Gandhi Jayanti), October 19 (Diwali Amavasha Lakshmi Pujan), October 20 (Diwali Balipratipada),

PRINCIPAL

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