



Academic Calendar for Even Semester – AY 18-19 FE/SE/TE/BE/ME

S.No	Date/ Duration	Week	Activity
1.			<p><b>Pre Semester activities:</b></p> <ol style="list-style-type: none"> <li>Individual time tables to be given to all faculty members. by 3<sup>rd</sup> December 2018</li> <li>Room time table and class time tables to be displayed by 3<sup>rd</sup> January 2019</li> <li>Lab time table along with list of experiments, rotation pattern, last date for submission of those who have 100% attendance as per university ordinances to be displayed 3<sup>rd</sup> January 2019.</li> <li>List of Assignments/Projects for quick learners to be submitted on 3<sup>rd</sup> January 2019</li> </ol> <p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>Course files to be prepared clearly stating COs, POs, PSO's also with provision for makeup in case of holidays and kept ready as per the Guidelines provided; Action : HoD's / Dean [FE] to verify</li> <li>Faculty members upload their course plan in ERP and HoD's/DEAN (FE) upload time tables in ERP by 3<sup>rd</sup> January 2018.</li> <li>Result analysis of regular students to be done within three days of declaration of results.</li> <li>HoD's/DEAN [FE] to consolidate the list of attendance defaulter's list weekly basis and display the same in notice board.</li> <li>Weekly monitoring of attendances and SMS/Warning letters issued to defaulters.</li> <li>Maximum usage of Audio/Video aids be made during lectures.</li> <li>Panel of Examiners for May-June 2019 exams [all semesters] for BE/ME in the prescribed format to be submitted to exam cell. [Minimum two examiners name who taught the subject in each subject.</li> <li>Every week the Lab Instructor should send by the Email, the name of students along with experiment missed in a particular Lab to HoD's/Dean [FE] and Dean [Acad].</li> <li>No assignments be accepted after the due date.</li> <li>The applications of students for not being able to submit assignments in time / not being able to attend CT I / CT II due to genuine reasons recommended by HoD's /Dean[FE] be submitted to Dean[Acad].</li> <li>At the end of the semester all Assignments with solutions, class test [CT I, CT II] question papers with solutions, practice paper with solutions shall be bound and kept in Library.</li> <li>Minimum TWO industrial visits are arranged during semester for all years.</li> <li>Degree Distribution ceremony is likely to be held during 2<sup>nd</sup>/3<sup>rd</sup> week of February 2019.</li> <li>Attendance sheet/ mark sheets [subject wise] for CT I / CT II / ATKT test shall be provided by Exam Cell to Conduction team. The attendance should be taken in these sheets only and also marks to be entered in these sheets which have provision for entry of marks question / sub question wise. The faculty members shall enter the marks directly in VIVA software. Based on these entries, a hard copy taken out and checked by concern faculty and departmental exam cell coordinators and sign the sheets. (All corrections if any).</li> <li>Term work files along with Assignments should be returned back to the students after VIVA examinations by punching those journals [to avoid misuse]. Five best journals should be retained by the concerned faculty of department for Committee Scrutiny</li> <li>List of slow learners be ready for remedial classes, Remedial classes shall be conducted weekly during departmental slots. A time table to be prepared accordingly.</li> <li>Term work submission of 100% attendance students to be taken 7<sup>th</sup> week [for having five practical], 10<sup>th</sup> week [having eight practical] and 12<sup>th</sup> week [having ten practical]</li> <li>Whenever possible, the week [April 8 – 12] is utilized for revision, solution of University Question paper, solutions of Practice question paper and discussion on the doubts of students.</li> <li>Course Plan and number of lectures as per university syllabus.</li> <li>In the month of January, First meeting of DAC to be conducted and minutes of the meeting to be maintained.</li> </ol>
2.	4/1/19		<p><b>Faculty Members :</b></p> <ol style="list-style-type: none"> <li>To submit Course Plan via email to the Dean, Academics, Principal and DG</li> <li>To prepare and keep Course Files ready as per the Guide Lines provided – HoD's / Dean[FE] to check</li> <li>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]</li> <li>Proposal for organizing National Conference/Seminars/conferences to be submitted by Departments to Principal.</li> <li>Departmental Students Association and its activities, Projects for quick learners to be finalized, details to be submitted to Dean[Acad], Principal and DG sir both hard and soft copy.</li> <li>First week no tutorials should be taken. 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 4/5/6 lectures of first week.</li> <li>First year Assignments [part of work book] to be checked weekly during tutorial period. No separate assignments to be given to students.</li> <li>Orientation program details including detailed schedule, PPT Audio/Vedio clipping to be submitted to Dean[Acad], Principal and DG sir.</li> </ol>
3.	4/1/19		Meeting; Discuss the course file, course plan and minutes of meeting to be maintained.
4.	7/1/19	1	<p><b>EVEN TERM begins:</b></p> <ol style="list-style-type: none"> <li>Orientation program for all FE/SE/TE/BE to be conducted by respective departments as per schedule submitted.</li> <li>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.</li> <li>Class In charges should have the updated roll list, student's details of contact numbers, email address of parent, mentor-mentee list, quick learners list with their projects etc. HoD's and Dean [FE] Verify the details and put their remarks on the file.</li> <li>Assignments – I [SE/TE/BE &amp; ME] on 20% syllabus to be submitted by faculty via email to Dean [Acad] Principal and DG Sir. Solutions of all subjects to be submitted in a file.</li> <li>HoD's and Dean[FE] should verify the course plans of faculty members and if anyone have less number of</li> </ol>



			practical, then planning to be done for the extra practical during departmental slot. Practical to be completed within the period given in Academic calendar.
5.	8/1/19	↑	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 [Acad] Principal and DG sir. 3. <b>Assignment- I</b> [SE/TE /BE & ME] to be given to the students
6.	14/1/19	↓ 2 ↑	1.Weekly Report by HoD's & Dean (FE) regarding lecture , Practical Classes and BE projects in the given format - Email to Dean [Acad] Principal and DG 2.HoD's & Dean [FE] to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Dean [Acad] and Principal. 3.Display of list of defaulters [with their attendances] in the Class and laboratory till <b>11<sup>th</sup> Jan 2019</b> with hard copy to Dean [Acad] 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. Project details of BE Sem VIII to be submitted to exam cell by all departments in the prescribed university format. 6. BE/ME project weekly review by respective group with project Guide. Reports to be maintained properly. 7. Weekly reports of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir. 8. Weekly progress reports of quick learners projects review by respective guide and reports to be maintained. 9. Weekly report by ERP team regarding faculty members who are not entered ERP data . Reports to be send to respective HoD/Dean [FE] and overall reports to Dean[Acad],Principal and DG Sir.
7.	15/1/19		<b>Allotment of elective subjects [both department and institute level]/projects to BE/ME students for the Academic year 2019-20 to be submitted to Dean[Acad],Principal and DG sir.</b>
8.	18-19 2018		<b>TECHNICAL MANGALAM 2019</b>
9.	21/1/19	↓ 3 ↑	1.Weekly Report by HoD's & Dean [FE] regarding lecture , Practical Classes and BE projects in the given format - Email to Dean [Acad] Principal and DG Sir. 2.HoD's & Dean [FE] to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Dean [Acad] and Principal. 3.Display of list of defaulters [with their attendances] in the Class and laboratory till <b>18<sup>th</sup> Jan 2019</b> with hard copy to Dean [Acad] 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. BE/ME project weekly review by respective group with project Guide. Reports to be maintained properly 6. <b>Completion of 20% of Syllabus</b> 7. <b>Assignments – II</b> [SE/TE /BE & ME] on next 20% syllabus to be submitted by faculty <b>via email</b> to Dean Academics, Principal and DG . <b>Solutions</b> of all subjects to be submitted in a file. 8. Approval by the committee to the proposals submitted by Departments regarding National Conference / Seminar / Conferences / competitive activities. 9.Weekly reports , minutes of the Mentor-Mentee meeting to be submitted to Dean [Acad],Principal and DG sir 10. Weekly progress reports of quick learners projects review by respective guide and reports to be maintained 11. Weekly report by ERP team regarding faculty members who are not entered ERP data . Reports to be send to respective HoD/Dean [FE] and overall reports to Dean[Acad],Principal and DG Sir.
10.	22/1/19		1. Submission of <b>Assignment - I</b> [SE/TE /BE & ME] by the students Submission records to be maintained. <b>NO LATE acceptance of assignments by concerned Faculty. The soft copy of solutions to Assignment No. 1 to be posted on Google Class room and student's What's up group and submit by Email list of faculty member who did not submit.</b> 2. <b>Assignment - II</b> [SE/TE /BE & ME] on next <b>20%</b> Syllabus to be to be handed over to the students
11.	25/1/19		<b>Return of the corrected Assignment - I .</b>
12.	28/1/19	↓ 4 ↑	1.Weekly Report by HoD's & Dean (FE) regarding lecture , Practical Classes and BE projects in the given format - Email to Dean [Acad] Principal and DG Sir. 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 [Acad] and Principal. 3.Display of list of defaulters [with their attendances] in the Class and laboratory till <b>25<sup>th</sup> Jan 2019</b> with hard copy to Dean [Acad] 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. BE/ME project weekly review by respective group with project Guide. Reports to be maintained properly. 6.Weekly reports , minutes of the Mentor-Mentee meeting to be submitted to Dean [Acad],Principal and DG sir 7. Weekly progress reports of quick learners projects review by respective guide and reports to be maintained. 8. Weekly report by ERP team regarding faculty members who are not entered ERP data. Reports to be send to respective HoD/Dean [FE] and overall reports to Dean[Acad],Principal and DG Sir.
13.	4/2/19	↓	1.Weekly Report by HoD's & Dean (FE) regarding lecture , Practical Classes and BE projects in the given format - Email to Dean [Acad] Principal and DG 2.HoD's & Dean [FE] to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Dean [Acad] and Principal. 3.Display of list of defaulters [with their attendances] in the Class and laboratory till <b>1<sup>st</sup> Feb 2019</b> with hard copy to Dean [Acad] 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. BE/ME project weekly review by respective group with project Guide. Reports to be maintained properly 7. <b>Completion of 40% of Syllabus</b> 6. <b>Assignment – III</b> [SE/TE /BE & ME] on next 20% syllabus to be submitted by faculty <b>via email</b> to Dean [Acad],



			<p>7. Weekly reports, minutes of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir</p> <p>8. Weekly progress reports of quick learners projects review by respective guide and reports to be maintained.</p> <p>9. Weekly report by ERP team regarding faculty members who are not entered ERP data. Reports to be send to respective HoD/Dean [FE] and overall reports to Dean [Acad], Principal and DG Sir.</p>
14.	5/2/19		<p>1. <b>Submission of Assignment - II</b> [SE/TE/BE &amp; ME] by the students Submission records to be maintained, <b>NO LATE acceptance of assignments by concerned Faculty. The soft copy of solutions to Assignment No. II to be posted on Google Class room and student's What's up group and submit by Email list of faculty member who did not submit.</b></p> <p>2. <b>Assignment - III</b> [SE/TE/BE &amp; ME] on next 20% Syllabus to be handed over to the students</p>
15.	7/2/19	5	<p>1. Monthly Report by HoD's &amp; Dean (FE) regarding lecture, Practical Classes and BE projects in the given format - Email to Dean [Acad] Principal and DG</p> <p>2. HoD's &amp; Dean (F. E.) to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Dean [Acad] and Principal.</p> <p>3. Display of list of defaulters [with their attendances] in the Class and laboratory till <b>7<sup>th</sup> Feb 2019</b> with hard copy to Dean [Acad] and Principal</p> <p>4. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acad) &amp; Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file.</p> <p>5. Submission of course file by the faculty to the respective HoD's/Dean [FE] and list of defaulter members to be submitted to Principal and DG Sir.</p> <p>6. 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>7. BE/ME Project monthly review by Departmental Committee. Monthly reports by HoD submitted to Principal</p> <p>8. ERP team submit the list of faculty members (i) who are not filled the data (ii) have taken leave in the month January 2019.</p> <p>9. Display of defaulter students who are not allowed for <b>CLASS TEST I</b></p> <p>10. Monthly reports, minutes of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir.</p> <p>11. Monthly report by ERP team regarding faculty members who are not entered ERP data. Reports to be send to respective HoD/Dean [FE] and overall reports to Dean [Acad], Principal and DG Sir.</p>
16.	7/2/19		<p><b>KIND ATTENTION: All HoD's/DEAN [FE] and DEAN [Academics]</b></p> <ul style="list-style-type: none"> <li>• Display of Defaulter list with their attendance</li> <li>• Monthly report</li> <li>• Checking of course file, lecture notes</li> <li>• BE/ME projects monthly review by Departmental committee</li> </ul>
17.	8/2/19	5	<p>1. <b>Return of the corrected Assignment - II.</b></p> <p>2. Question papers <b>CLASS TEST I</b> [standard format including blue print, 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</p> <p>3. <b>Blue prints of question paper for CLASS TEST I to be given to students as per the format given last semester.</b></p> <p>4. <b>Last date for appeal by defaulter students along with parents Action: Departmental Attendance Committee</b></p>
18.	11/2/19	6	<p>1. Weekly Report by HoD's &amp; Dean (FE) regarding lecture, Practical Classes and BE projects in the given format - Email to Dean [Acad], Principal and DG</p> <p>2. HoD's &amp; Dean (F. E.) to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Dean [Acad] and Principal.</p> <p>3. Display of list of defaulters [with their attendances] in the Class and laboratory till <b>8<sup>th</sup> Feb 2019</b> with hard copy to Dean [Acad] and Principal</p> <p>4. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acad) &amp; Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file.</p> <p>5. BE/ME Project monthly review by Departmental Committee.</p> <p>6. 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</p> <p>7. Weekly reports, minutes of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir</p> <p>8. Weekly progress reports of quick learners projects review by respective guide and reports to be maintained.</p> <p>9. Weekly report by ERP team regarding faculty members who are not entered ERP data. Reports to be send to respective HoD/Dean [FE] and overall reports to Dean [Acad], Principal and DG Sir.</p>
19.	12/2/19		<p>1. Display of final list of students who are not allowed to appear <b>CLASS TEST I</b> due to short of attendance in the departmental notice board. Copy to be submitted to conduction team, exam cell and Dean [Acad]</p> <p>2. Duty charts of <b>CLASS TEST I</b> to be given to all faculty members</p>
20.	13/2 to 15/2/19		<p>1. <b>CLASS TEST I</b></p> <p>2. <b>After the test, 12.00 – 1.00 discussion of solutions of CT I [FE/TE]; 4.00 – 5.00 discussion of solutions of CT I [SE/BE] by respective subject in charges.</b></p>
21.	11/2 to 15/2/19		<p>1. Workshop for F div starting from this week.</p> <p>2. Departmental Faculty meeting to be conducted during departmental slot. Minutes of meeting to be submitted to Dean [Acad], Principal and DG Sir.</p>
22.	18/2/19		<p>1. Weekly Report by HoD's &amp; Dean (FE) regarding lecture, Practical Classes and BE projects in the given format - Email to Dean [Acad] Principal and DG</p> <p>2. HoD's &amp; Dean (F. E.) to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Dean [Acad] and Principal.</p> <p>3. Display of list of defaulters [with their attendances] in the Class and laboratory till <b>15<sup>th</sup> Feb 2019</b> with hard copy to Dean [Acad] and Principal</p> <p>4. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acad) &amp; Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file.</p> <p>5. BE/ME Project monthly review by Departmental Committee</p> <p>6. <b>Last date for CLASS TEST I CAP</b> including marks entry in the system</p>



			<p>7. Name of the faculty members who could not complete the assessments to be given to Principal by CAP team</p> <p>8. Workshop for F Division starts from this week</p> <p>9. Weekly reports, minutes of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir.</p> <p>10. Weekly progress reports of quick learners projects review by respective guide and reports to be maintained.</p> <p>11. Weekly report by ERP team regarding faculty members who are not entered ERP data. Reports to be send to respective HoD/Dean [FE] and overall reports to Dean[Acad], Principal and DG Sir.</p>
23.	20/2/19	7	<p><b>1. Declaration of CLASS TEST 1 results by Exam cell</b></p> <p><b>2. Immediately after display of the CT I results, a detailed solutions of the same discussed in the class and soft copies of solutions mail to HoD's/Dean[FE] and Dean[Acad] and same put in Google class room and what's up groups.</b></p>
24.	22/2/19	7	<p>1. Completion of 60% syllabus.</p> <p>2. Assignment IV [SE/TE /BE &amp; ME] on next 20 % syllabus to be submitted by faculty members via email to Dean [Acad], Principal and DG sir. Solutions of all subjects put in a file and to be submitted</p> <p>3. Results Analysis of CLASS TEST I in the prescribed format to be submitted to the Principal and Dean [Acad]</p> <p>4. SMS to the Parents/Guardians of the poor performers in CT1 and Email to Dean Academics &amp; Principal - Action: Faculty, Class In-Charges, Academic Coordinators</p> <p>5. CLASS TEST I CO mapping to be submitted by all departments to Dean [Acad], Principal and DG Sir.</p>
25.	20/2 to 22/2/19		<p>CLASS TEST I answer books to be shown to students and grievances forms to be collected and same to be submitted to exam cell before 5.00 pm on 22.02.19 by exam cell coordinators.</p>
26.	25/2/19	8	<p>1. Weekly Report by HoD's &amp; Dean (FE) regarding lecture, Practical Classes and BE projects in the given format - Email to Dean [Acad], Principal and DG</p> <p>2. HoD's &amp; Dean (F. E.) to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Dean [Acad] and Principal.</p> <p>3. Display of list of defaulters [with their attendances] in the Class and laboratory till 22<sup>nd</sup> Feb 2019 with hard copy to Dean [Acad] and Principal</p> <p>4. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acad) &amp; Principal - Action: Faculty, Class in-Charges. Details of defaulter list and SMS to be attached with course file.</p> <p>5. BE/ME Project monthly review by Departmental Committee.</p> <p>6. Submission of Assignment – III [SE/TE /BE &amp; ME] by the Students Submission records to be maintained. <b>NO LATE acceptance of assignments by concerned Faculty. The soft copy of solutions to Assignment No. III to be posted on Google Class room and student's What's up group and submit by Email list of faculty member who did not submit.</b></p> <p>7. Assignment – IV [SE/TE /BE &amp; ME] on next 20% Syllabus to be to be handed over to the students</p> <p>8. Weekly reports of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir.</p> <p>9. Weekly report by ERP team regarding faculty members who are not entered ERP data. Reports to be send to respective HoD/Dean [FE] and overall reports to Dean[Acad], Principal and DG Sir.</p> <p>10. Remedial classes for CLASS TEST I failure students to be planned and implemented from this week.</p> <p><b>CLASS TEST I grievances results to be displayed by exam cell.</b></p>
27.	26/2/19		
28.	28/2/19		<p><b>Return of the corrected Assignment – III to be given to the students.</b></p>
29.	25/2 to 1/3/19		<p>1. In-Semester FEED BACK BY STUDENTS [FE/SE/TE/BE] Action: Dean (FE)/Computer and IT HoD with all class in charges.</p> <p>2. Surprise test 1 to be conducted for 10 – 15 minutes during regular lecture.</p>
30.	4/3/19	9	<p>1. Weekly Report by HoD's &amp; Dean (FE) regarding lecture, Practical Classes and BE projects in the given format - Email to Dean Academics Principal and DG</p> <p>2. HoD's &amp; 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.</p> <p>3. Display of list of defaulters [with their attendances] in the Class and laboratory till 1<sup>st</sup> March 2019 with hard copy to Dean [Academics] and Principal</p> <p>4. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acad) &amp; Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file.</p> <p>5. BE/ME Project monthly review by Departmental Committee.</p> <p>6. Weekly reports of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir.</p> <p>7. Weekly progress reports of quick learners projects review by respective guide and reports to be maintained.</p> <p>8. Weekly report by ERP team regarding faculty members who are not entered ERP data. Reports to be send to respective HoD/Dean [FE] and overall reports to Dean[Acad], Principal and DG Sir</p>
31.	6/3/19	9	<p>1. Question papers ATKT test [standard format including blue print, course out comes and level of Bloom's Taxonomy] and ATKT test time tables to be submitted to Principal for approval. Approved time table to be displayed in departmental notice boards</p> <p>2. Blue print of question paper for ATKT test to be given to students as per the format given last semester.</p> <p>3. Exam cell will give the list of students [subject wise] who are appearing ATKT exams to conduction team and conduction team finalize the duty chart and same to be given to faculty members,</p>
32.	7/3/19		<p>1. Monthly Report by HoD's &amp; Dean (FE) regarding lecture, Practical and project in the given format - Email to Dean Academics, Principal and DG Sir.</p> <p>2. HoDs &amp; 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.</p> <p>3. Display of list of defaulters [with their attendances] in the Class and laboratory till 7<sup>th</sup> March 2018 with hard copy to Dean [Academics], and Principal.</p> <p>4. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (FE) &amp; Principal - Action: Faculty, Class In-Charges, Details of defaulter list and SMS to be attached with course file.</p> <p>5. Submission of course file by the faculty to the respective HoD/Dean [FE] and list of defaulter faculty members to be submitted to Principal and DG sir.</p> <p>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.</p>



			<p>7. BE / ME Project monthly review by Departmental Committee.</p> <p>8. ERP team submit the list of faculty members (i) who are not filled the data (ii) have taken leave in the month <b>February 2019</b>.</p> <p>9. Submission of In-Semester FEED BACK report: Action Computer / IT HoD</p> <p>10. Monthly reports of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir.</p> <p>11. Monthly progress reports of quick learners projects review by respective guide and reports to be maintained.</p>
33.	7/3/19	9	<p><b>KIND ATTENTION: All HoD's/DEAN [FE] and DEAN [Academics]</b></p> <ul style="list-style-type: none"> <li>• Display of Defaulter list with their attendance</li> <li>• Monthly report</li> <li>• Checking of course file, lecture notes</li> <li>• BE/ME projects monthly review by Departmental committee</li> <li>• Elective Courses – process for getting the choices of students</li> </ul>
34.	8/3 to 9/3/19		<b>MANGALAM 2019</b>
35.	11/3/19		<p>1. Weekly Report by HoD's &amp; Dean (FE) regarding lecture, Practical Classes and BE projects in the given format - Email to Dean Academics Principal and DG</p> <p>2. HoD's &amp; 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.</p> <p>3. Display of list of defaulters [with their attendances] in the Class and laboratory till <b>8<sup>th</sup> March 2019</b> with hard copy to Dean [Academics] and Principal</p> <p>4. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acad) &amp; Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file.</p> <p>5. BE/ME Project monthly review by Departmental Committee.</p> <p>6. Weekly reports of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir.</p> <p>7. Weekly progress reports of quick learners projects review by respective guide and reports to be maintained.</p> <p>8. Weekly report by ERP team regarding faculty members who are not entered ERP data. Reports to be send to respective HoD/Dean [FE] and overall reports to Dean [Acad], Principal and DG Sir</p>
36.	13/3/19	10	<p>1. <b>Completion of 80% syllabus.</b></p> <p>2. <b>Assignment - V [SE/TE /BE &amp; ME]</b> on next 20 % syllabus and practice question papers to be submitted by faculty members via email to Dean Academics, Principal and DG sir. <b>Solutions</b> of all subjects put in a file and to be submitted.</p> <p>3. Allotment of elective subjects/ projects to BE/ME students for the academic year 2019-20</p>
37.	14/3/19		<p>1. <b>Submission of Assignment – IV [SE/TE /BE &amp; ME]</b> by the Students Submission records to be maintained. <b>NO LATE acceptance of assignments by concerned Faculty. The soft copy of solutions to Assignment No. IV to be posted on Google Class room and student's What's up group and submit by Email list of faculty member who did not submit.</b></p> <p>7. Assignment – V [SE/TE /BE &amp; ME] on next <b>20%</b> Syllabus and practice question paper to be to be handed over to the students.</p>
38.	11/3 to 14/3/19		<b>ATKT TEST</b>
39.	15/3/19		<p>1. Last date for <b>ATKT TEST CAP</b> including marks entry in the system</p> <p>2. Name of the faculty members who could not complete the assessments to be given to Principal by CAP team</p>
40.	11/3 to 15/3/19		Departmental Faculty meeting to be conducted during departmental slot. Minutes of meeting to be submitted to Dean [Acad], Principal and DG Sir
41.	18/3/18	11	<p>1. Weekly Report by HoD's &amp; Dean (FE) regarding lecture, Practical Classes and BE projects in the given format - Email to Dean Academics Principal and DG</p> <p>2. HoD's &amp; 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.</p> <p>3. Display of list of defaulters [with their attendances] in the Class and laboratory till <b>15<sup>th</sup> March 2019</b> with hard copy to Dean [Academics] and Principal</p> <p>4. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acad) &amp; Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file.</p> <p>5. BE/ME Project monthly review by Departmental Committee.</p> <p>6. <b>Return of corrected Assignment IV.</b></p> <p>7. <b>Declaration of ATKT results by exam cell.</b></p> <p>8. <b>Only theory time table to be implemented from this week onwards.</b></p> <p>9. Weekly reports of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir.</p> <p>10. Weekly progress reports of quick learners projects review by respective guide and reports to be maintained.</p> <p>11. Weekly report by ERP team regarding faculty members who are not entered ERP data. Reports to be send to respective HoD/Dean [FE] and overall reports to Dean [Acad], Principal and DG Sir</p>
42.	25/3/19	12	<p>1. Weekly Report by HoD's &amp; Dean (FE) regarding lecture, Practical Classes and BE projects in the given format - Email to Dean Academics Principal and DG</p> <p>2. HoD's &amp; 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.</p> <p>3. Display of list of defaulters [with their attendances] in the Class and laboratory till <b>22<sup>nd</sup> March 2019</b> with hard copy to Dean [Academics] and Principal</p> <p>4. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acad) &amp; Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file.</p> <p>5. BE/ME Project monthly review by Departmental Committee.</p> <p>6. Weekly reports of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir.</p> <p>7. Weekly progress reports of quick learners projects review by respective guide and reports to be maintained.</p> <p>8. Weekly report by ERP team regarding faculty members who are not entered ERP data. Reports to be send to respective HoD/Dean [FE] and overall reports to Dean [Acad], Principal and DG Sir</p>



43.	1/4/19	13.	<p>1. Weekly Report by HoD's &amp; Dean (FE) regarding lecture , Practical Classes and BE projects in the given format - Email to Dean Academics Principal and DG</p> <p>2. HoD's &amp; 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.</p> <p>3. Display of list of defaulters [with their attendances] in the Class and laboratory till <b>29<sup>th</sup> March 2019</b> with hard copy to Dean [Academics] and Principal</p> <p>4. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acad) &amp; Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file.</p> <p>5. BE/ME Project monthly review by Departmental Committee</p> <p>6. Weekly reports of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir.</p> <p>7. Weekly progress reports of quick learners projects review by respective guide and reports to be maintained.</p> <p>8. Weekly report by ERP team regarding faculty members who are not entered ERP data. Reports to be send to respective HoD/Dean [FE] and overall reports to Dean[Acad],Principal and DG Sir</p>
44.	1/4_5/4		<b>Farewell functions to Final year students to be planned during departmental slot.</b>
45.	3/4/19		<b>1. Completion of 100% syllabus.</b>
46.	8/4/19	14.	<p>1. Monthly Report by HoD's &amp; Dean (FE) regarding lecture , Practical Classes and BE projects in the given format - Email to Dean Academics Principal and DG</p> <p>2. HoD's &amp; 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.</p> <p>3. Display of list of defaulters [with their attendances] in the Class and laboratory till <b>5<sup>th</sup> April 2019</b> with hard copy to Dean [Academics] and Principal</p> <p>4. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acad) &amp; Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file.</p> <p>5. BE/ME Project monthly review by Departmental Committee</p> <p>6. Oral/Practical schedules to be submitted to exam cell in the format . Also details of examiners day wise also submitted by exam cell coordinators to exam cell..</p> <p>7. Monthly reports of Mentor-Mentee meeting to be submitted to Dean [Acad],Principal and DG sir.</p> <p>8. Submission of course file by the faculty to the respective HoD's/Dean [FE] and list of defaulter members to be submitted to Principal and DG Sir.</p> <p>9. 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>10. BE/ME Project monthly review by Departmental Committee. Monthly reports by HoD submitted to Principal</p> <p>11. ERP team submit the list of faculty members (i) who are not filled the data (ii) have taken leave in the month March 2019 to Dean [Acad], Principal and DG Sir.</p> <p>12. Monthly reports, minutes of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir.</p> <p>13. Monthly report by ERP team regarding faculty members who are not entered ERP data. Reports to be send to respective HoD/Dean [FE] and overall reports to Dean[Acad],Principal and DG Sir.</p> <p>14. Submission of Assignment V and Practice Paper NO LATE acceptance of assignments by concerned Faculty. The soft copy of solutions to Assignment No. 5 and practice paper to be posted on Google Class room and student's What's up group and submit by Email list of faculty member who did not submit.</p>
47.	8/4/19		<p><b>KIND ATTENTION: All HoD's/DEAN [FE] and DEAN [Academics]</b></p> <ul style="list-style-type: none"> <li>• Display of Defaulter list with their attendance</li> <li>• Monthly report</li> <li>• Checking of course file, lecture notes</li> <li>• BE/ME projects monthly review by Departmental committee</li> </ul>
48.	10/4/19		<p>1. Question papers CLASS TST II [standard format including blue print, course out comes and level of Bloom's Taxonomy] to be submitted to Principal for approval</p> <p>2. Blue print of question paper for CLASS TEST II to be given to students as per the format given last semester</p>
49.	12/4/19		<b>Return of corrected Assignment V and practice paper .</b>
50.	8/4 to 12/4/19		<p>1. Department Advisory Committee [DAC] meeting to be conducted during this period and minutes of meeting to be maintained. Copies of minutes to be send by email to Dean [Acad],Principal and DG sir.</p> <p>2. <b>End-Semester FEED BACK BY STUDENTS [FE/SE/TE/BE]</b> Action: Dean (FE)/Computer and IT HoD with all class in charges</p>
51.	15/4/19	15.	<p>1. Weekly Report by HoD's &amp; Dean (FE) regarding lecture , Practical Classes and BE projects in the given format - Email to Dean Academics Principal and DG</p> <p>2. HoD's &amp; 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.</p> <p>3. Display of list of defaulters [with their attendances] in the Class and laboratory till <b>12<sup>th</sup> April 2019</b> with hard copy to Dean [Academics] and Principal</p> <p>4. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acad) &amp; Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file.</p> <p>5. BE/ME Project monthly review by Departmental Committee</p> <p>6. Weekly reports of Mentor-Mentee meeting to be submitted to Dean [Acad],Principal and DG sir.</p> <p>7. Weekly progress reports of quick learners projects review by respective guide and reports to be maintained.</p> <p>8. Weekly report by ERP team regarding faculty members who are not entered ERP data. Reports to be send to respective HoD/Dean [FE] and overall reports to Dean[Acad],Principal and DG Sir.</p>
52.	15/4 to 18/4/19		<p><b>1. CLASS TEST II</b></p> <p>2. After the test, 12.00 – 1.00 discussion of solutions of CT I [FE/TE]; 4.00 – 5.00 discussion of solutions of CT I [SE/BE] by respective subject in charges.</p>
53.	18/4/19		1. Department submit defaulters of overall attendance for the entire period from <b>7<sup>th</sup> January 19 to 18<sup>th</sup> April 2019</b> and such students can appeal to Principal on <b>21<sup>st</sup> April 2018 5.00pm.</b>
54.	18/4/19		<b>TERM END</b>



55.	22/4/19	1. Name of the faculty members who could not complete the assessments to be given to Principal by CAP team. 2. Submission of course file to HoD/Dean[FE] by all Faculty members and list of defaulter Faculty members to be submitted to Principal and DG Sir. 3. <b>Work load distribution for ODD Semester 2019-2020 to be submitted to Dean [Acad] and Principal Sir.</b>
55.	23/4/19	<b>1. CLASS TEST II results to be declared by Exam Cell.</b> <b>After display of CT II results detailed solutions of soft copies to be send to HoD's/Dean [FE] and Dean[Acad] and same put in Google class room and what's up groups.</b>
56.	22/4 to 25/4	<b>CLASS TEST II</b> answer books shown to students and grievances forms to be collected from students and same to be submitted to exam cell on 25/4/19 5.00 pm.
57.	22/4 to 2/5/19	1. Oral/Practical exams begin. 2. Internal Examiners required submitting the mark sheets of oral/practical exams within two days of completion of examinations.
58.	6/5/19	Faculty meeting and distribute duty charts to all faculty members. Action: Conduction Team
59.	7/5/19	Commencement of university examinations.
60.	1/7/19	Faculty members upload course plan in the ERP system for ODD Semester 2019-2020
61.	3/7/19	All faculty members submit their course file to respective HoD.
62.	8/7/19	Commencement of ODD Semester 2019-2020.

**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 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'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 3<sup>rd</sup> 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 7<sup>th</sup> January, 2019
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**  
(I) 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 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	12.30 - 21.00	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@mgmumbai.ac.in, dg.academics@gmail.com, deanacademics.cet@mgmumbai.ac.in,  
 hod.mech.academics@mgmumbai.ac.in, hod.elcc.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.in,  
 hod.bm.academics@mgmumbai.ac.in, hod.bt.academics@mgmumbai.ac.in, hod.it.academics@mgmumbai.ac.in,  
 hod.le.academics@mgmumbai.ac.in

Holidays during the semester: February 19 (Shivaji Jayanti), March 4 (Mahashivratri), March 21 (Holi),  
 April 17 (Mahavir Jayanthi), April 19 (Good Friday)

M. L.



PRINCIPAL