



Mahatma Gandhi Mission's College of Engineering and Technology
Kamothe, Navi Mumbai

Date: 04.07.18

No : MGM/CET/2018-19/05

1/6

Academic Calendar for ODD Semester - 2018 S.E., T.E., B.E.

S. No	Date/ Duration	Week	Activity
1	5/7/2018		Pre Semester activities: 1. Individual time tables to be given to all faculty members by 6 th July 2018 2. Room time table and class time tables to be displayed by 6 th July 2018 3. Lab time table should be displayed along with rotation chart by 6 th July 2018 4. Course files to be prepared and keep ready as per the Guidelines provided: Action HoD's to verify. 5. Faculties upload their course plan in ERP and time tables to be uploaded in ERP system by ERP team. 6. Departments should prepare the eligible students lists within two days of declaration of the results. 7. Result analysis of regular results 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 9. HoD's to consolidate the list of attendance defaulters every week.
2.	6/7/2018		Faculty Members : 1. Assignment 1 on first 20% syllabus to be submitted by faculty member via email to Dean [Acad] 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's to check 4. HoD's 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 AVISHKAR participants to be submitted to Principal.
3.	9/7/2018	↑	Semester begins: Orientation program for all SE/TE/BE departments wise to be conducted by respective Departments.
4.	10/7/2018	1	1. HoD's 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. Assignment-I to be given to the students
5.	13/7/2018	↓	Formation of Departmental Student Association
6.	16/07/2018	↑	1. Weekly Report by HoD's regarding lecture and Practical Classes in the given format - Email to Dean Academics Principal and DG 2. HoD's to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Principal. 3. Display of list of defaulters [only names] in the Class and laboratory till 13th July 2018 with hard copy to Dean [Academics] and Principal 4. SMS to the Parents/Guardians of defaulters in attendance. Action: Faculty, Class In-Charges, Details of defaulter list, copies of SMS to be attached with course file. 5. BE/ME Project weekly review by respective group with guide
7.	23/07/2018	2	1. Completion of 20% of Syllabus 2. Assignments II on next 20% syllabus to be submitted by faculties via email to Dean [Acad], Principal and DG Sir 3. Approval by the committee to the proposals submitted by Departments regarding National Conference / Seminar Conferences/competitive activities. 4. Weekly Report by HoD's regarding lecture and Practical Classes in the given format - Email to Dean Academics Principal and DG 5. HoD's to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Principal. 6. Display of list of defaulters [only names] in the Class and laboratory till 20th July 2018 with hard copy to Dean [Academics] and Principal 7. SMS to the Parents/Guardians of defaulters in attendance. Action: Faculty, Class In-Charges, Details of defaulter list, copies of SMS to be attached with course file. 8. BE/ME Project weekly review by respective group with guide
8.	24/7/2018	↓	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 to be handed over to the students
9.	30/7/2018	↑	1. Return of the corrected Assignment - I to the students. 2. Panel of Examiners in the prescribed format to be submitted to exam cell. [Min. two examiners in each subject]
10	30/7/2018	4	1. Weekly Report by HoD's regarding lecture and Practical Classes in the given format - Email to Dean Academics Principal and DG 2. HoD's to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Principal. 3. Display of list of defaulters [only names] in the Class and laboratory till 27th July 2018 with hard copy to Dean [Academics] and Principal 4. SMS to the Parents/Guardians of defaulters in attendance. Action: Faculty, Class In-Charges, Details of defaulter list, copies of SMS to be attached with course file. 5. BE/ME Project weekly review by respective group with guide
11	2/8/2018	↓	ERP team to submit the attendance records of faculties who had taken leaves in the month of July 18 to DG Sir.
12	6/8/2018	↑	1. Weekly Report by HoD's regarding lecture and Practical Classes in the given format - Email to Dean Academics Principal and DG

			<p>2. HoD's to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Principal.</p> <p>3. Display of list of defaulters [only names] in the Class and laboratory till 3rd August 2018 with hard copy to Dean [Academics] and Principal</p> <p>4. SMS to the Parents/Guardians of defaulters in attendance. Action: Faculty, Class In-Charges, Details of defaulter list, copies of SMS to be attached with course file.</p> <p>5. BE/ME Project weekly review by respective group with guide</p>
13.	7/8/2018	5	<p>1. Completion of 40% of Syllabus</p> <p>2. Assignment III on next 20 % syllabus to be submitted by faculties via email to Dean [Acad] Principal and DG sir.</p>
14.	8/8/2018		<p>1. Submission of Assignment – II by the Students. Submission records to be maintained. NO LATE SUBMISSION</p> <p>2. Assignment - III on next 20% Syllabus to be given to the student</p>
15.	9/8/2018		<p>1. Submission of course file by the faculty to the respective HoD's</p> <p>2. HoD's 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>3. BE / ME Project monthly review by Departmental Committee.</p>
16.	6/8 – 10/8		Parents meeting with Subject Incharges / class incharge / HoD. Minutes of meeting and feedback from parents to be maintained.
17.	10/8/ 2018	<p>KIND ATTENTION: All HoD's and DEAN [Academics]</p> <ul style="list-style-type: none"> • Display of first month Defaulter list(only Names) • Monthly report • Checking of course file, lecture notes • BE/ME projects monthly review by Departmental committee 	
18.	8/8 – 14/8		Surprise test [preferably open book] for 15 minutes to be conducted this period during regular lectures objective type questions
19.	13/8/2018	6	<p>1. Weekly Report by HoD's regarding lecture and Practical Classes in the given format - Email to Dean Academics Principal and DG</p> <p>2. HoD's to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Principal.</p> <p>3. Display of list of defaulters [only names] in the Class and laboratory till 10th August 2018 with hard copy to Dean [Academics] and Principal</p> <p>4. SMS to the Parents/Guardians of defaulters in attendance. Action: Faculty, Class In-Charges, Details of defaulter list, copies of SMS to be attached with course file.</p> <p>5. BE/ME Project weekly review by respective group with guide</p>
20.	13/8/2018		<p>HoD's to submit reports of [i] Defaulting Faculty members regarding course file to Principal. [ii] Activities done in the Departmental slot.</p>
21.	14/8/2018		Return of the corrected Assignment - II to students.
23.	20/8/2018	7	<p>1. Weekly Report by HoD's regarding lecture and Practical Classes in the given format - Email to Dean Academics Principal and DG</p> <p>2. HoD's to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Principal.</p> <p>3. Display of list of defaulters [only names] in the Class and laboratory till 17th August 2018 with hard copy to Dean [Academics] and Principal</p> <p>4. SMS to the Parents/Guardians of defaulters in attendance. Action: Faculty, Class In-Charges, Details of defaulter list, copies of SMS to be attached with course file.</p> <p>5. BE/ME Project weekly review by respective group with guide</p>
24.	21/8/2018		<p>1. Question papers and solution for CLASS TEST 1 and Class test time tables [both Class Test 1 and Class test 2] to be submitted to Principal for approval. Approved time table to be displayed in departmental notice boards.</p> <p>2. Last date for appeal by defaulter students for class test 1</p>
25.	22/8/2018		Departmental Attendance Committee to finalize its recommendations regarding the students who have been detained based on genuine cases and submit the same to Principal for approval. The approved list to be given to departments, exam cell and conduction team [class test]
26.	23/8/2018		Display of final list of students who are not allowed to appear CLASS TEST 1 due to short of attendance in the departmental notice board.
27.	27/8/2018	8	<p>1. Weekly Report by HoD's regarding lecture and Practical Classes in the given format - Email to Dean Academics Principal and DG</p> <p>2. HoD's to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Principal.</p> <p>3. Display of list of defaulters [only names] in the Class and laboratory till 24th August 2018 with hard copy to Dean [Academics] and Principal</p> <p>4. SMS to the Parents/Guardians of defaulters in attendance. Action: Faculty, Class In-Charges, Details of defaulter list, copies of SMS to be attached with course file.</p> <p>5. BE/ME Project weekly review by respective group with guide</p> <p>6. Completion of 60% of Syllabus</p> <p>7. Assignment IV on next 20 % syllabus to be submitted by faculties via email to Dean [Acad], Principal and DG sir.</p>
28.	29/8 – 31/8		
29.	30/8/2018		2. Completion of 60% of Syllabus
30.	31/8/2018		3. Assignment IV on next 20 % syllabus to be submitted by faculties via email to Dean [Acad], Principal and DG sir.
31.	3/9/2018	8	1. Submission of Assignment – III by the Students. Submission records to be maintained. NO LATE SUBMISSION
32.	4/9/2018		2. Assignment – IV on next 20% Syllabus to be given to the student
33.	3/9/2018		ERP team to submit the attendance records of faculties who had taken leaves in the month of Aug. 18 to DG Sir
			1. Last date for CLASS TEST 1 CAP
			2. Name of the faculty members who were not completed test assessments to be given to Principal by CAP team
			1. Weekly Report by HoD's regarding lecture and Practical Classes in the given format - Email to Dean Academics Principal and DG

		9	<p>2. HoD's to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Principal.</p> <p>3. Display of list of defaulters [only names] in the Class and laboratory till 31st August 2018 with hard copy to Dean [Academics] and Principal</p> <p>4. SMS to the Parents/Guardians of defaulters in attendance. Action: Faculty, Class In-Charges, Details of defaulter list, copies of SMS to be attached with course file.</p> <p>5. BE/ME Project weekly review by respective group with guide</p>
34.	5/9/2018	<p style="text-align: center;">↓</p> <p style="text-align: center;">10</p> <p style="text-align: center;">↓</p>	<p>1. Declaration of Class test 1 results by exam cell</p> <p>2. Test CAP team return all test papers to concern department HoD and submit the file to Exam Cell.</p>
35.	6/9/2018		<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. SMS to the Parents/Guardians of the poor performers in CT1 and Email to Dean Academics & Principal - Action: Faculty, Class In-Charges.</p> <p>4. Return of the corrected Assignment - III to the students.</p>
36.	3/9 to 7/9		<p>1. Mid -Semester FEED BACK BY STUDENTS [SE/TE/ BE] - Action: Computer and IT HoD with all class incharges.</p> <p>2. 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>
37.	7/09/2018		<p>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>
38.	10/9/2018		<p>1. Weekly and Monthly Report by HoD's regarding lecture and Practical Classes in the given format - Email to Dean Academics, Principal and DG Sir.</p> <p>2. HoD's to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to the Principal.</p> <p>3. Display of list of defaulters [with their attendances] in the Class and laboratory till 7th September 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 (Acad) & 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]</p> <p>6. HoD's 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 weekly /monthly review by respective guides / Departmental Committee.</p>
39.	10/9/2018	<p>KIND ATTENTION: All HoD's and DEAN [Academics]</p> <ul style="list-style-type: none"> • Display of Defaulter list (Only Names) • Monthly report • Checking of course file, lecture notes • BE/ME projects monthly review by Departmental committee • Elective Courses of even semester: process for getting the choices of students 	
40.	11/9/2018	<p style="text-align: center;">↑</p> <p style="text-align: center;">10</p> <p style="text-align: center;">↓</p>	<p>Submission of Mid-Semester FEEDBACK report: Action Computer / IT HoD's.</p>
41.	10/9 - 12/9		<p>Parents meeting with Subject Incharges / class incharge / HoD. Minutes of meeting and feedback from parents to be maintained.</p>
42.	10/9 - 12/9		<p>1. Submission of term work by students having 100% attendance.</p> <p>2. Departments should prepare the detailed lab time table for all defaulter students. Extra lab turns to be planned during 11th, 12th, 13th and 15th weeks only.</p> <p>3. Answer books of CLASS TEST I answer books to be shown to students during regular lecture and grievance forms to be collected from students and same to be submitted to exam cell through exam cell coordinators</p>
43.	18/9/2018	<p style="text-align: center;">↑</p> <p style="text-align: center;">11</p> <p style="text-align: center;">↓</p>	<p>1. Weekly Report by HoD's regarding lecture and Practical Classes in the given format - Email to Dean Academics Principal and DG</p> <p>2. HoD's to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Principal.</p> <p>3. Display of list of defaulters [only names] in the Class and laboratory till 12th September 2018 with hard copy to Dean [Academics] and Principal</p> <p>4. SMS to the Parents/Guardians of defaulters in attendance. Action: Faculty, Class In-Charges , Details of defaulter list, copies of SMS to be attached with course file.</p> <p>5. BE/ME Project weekly review by respective group with guide</p>
44.	19/9/2018		<p>1. Completion of 80% of Syllabus.</p> <p>2. Assignment - V on next 20% Syllabus and Practice Question Paper to be submitted by faculty via email Principal , DG and Dean Academics</p> <p>3. Submission of Question paper and solutions for ATKT test and same to be approved by Principal.</p> <p>4. Results of grievances cases of CLASS TEST I to be released by Exam Cell.</p>
45.	21/9/2018	<p style="text-align: center;">↓</p> <p style="text-align: center;">12</p> <p style="text-align: center;">↑</p>	<p>1. Submission of Assignment – IV by the Students Submission records to be maintained. NO LATE SUBMISSION</p> <p>2. Assignment - V on next 20% Syllabus and Practice Question Paper to be given to students.</p> <p>3. List of students option for electives [Sem VI] to be submit to Dean [Academics] and Principal</p> <p>4. Duty charts of ATKT test to be given to all faculty members</p> <p>5. Exam Cell submit the list of students [subject wise] who are appearing ATKT test to conduction team</p> <p>6. Each department should identify the groups for poster presentation in Avishkar 2018-19 at department level. The same should be send in mail to dean academics and Principal</p>
46.	24/9/2018		<p>1. Weekly Report by HoD's regarding lecture and Practical Classes in the given format - Email to Dean Academics Principal and DG</p> <p>2. HoD's to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Principal.</p> <p>3. Display of list of defaulters [only names] in the Class and laboratory till 21st September 2018 with hard copy to Dean [Academics] and Principal</p> <p>4. SMS to the Parents/Guardians of defaulters in attendance. Action: Faculty, Class In-Charges , Details of defaulter</p>

			list, copies of SMS to be attached with course file.
			5. BE/ME Project weekly review by respective group with guide
47.	26/9/2018		Return of the corrected Assignment - IV to the students and submission record to be maintained
48.	24/9 - 27/9		ATKT TEST [FE,SE,TE,BE,ME]
49.	28/9-29/9		Institute level pre qualification Poster contest for Avishkar 2018-19 from shortlisted group (max. three groups allowed for each department. (UG and PG) TECHNICAL MANGALAM 2018
50.	1/10/2018		1. Weekly Report by HoD's regarding lecture and Practical Classes in the given format - Email to Dean Academics Principal and DG 2. HoD's to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Principal. 3. Display of list of defaulters [only names] in the Class and laboratory till 28 th September 2018 with hard copy to Dean [Academics] and Principal 4. SMS to the Parents/Guardians of defaulters in attendance. Action: Faculty, Class In-Charges, Details of defaulter list, copies of SMS to be attached with course file. 5. BE/ME Project weekly review by respective group with guide
		13	
51.	2/10/2018		ERP team to submit the attendance records of faculties who had taken leaves in the month of Sep. 18 to DG Sir
52.	3/10/2018		1. Last date for ATKT TEST CAP 2. Name of the faculty members who were not completed test assessments to be given to Principal by CAP team 3. Submission of Class Test 2 [SE/TE/BE] and CLASS TEST I [FE] question papers and solutions for approval. 4. Answer books of ATKT test papers to be handed over to respective HoD's and Dean[FE] by CAP coordinators and submission records to be submitted to exam cell.
	1/10 - 5/10		1. Surprise test [preferably open book] for 15 minutes to be conducted this period during regular lectures objective type problems 2. Answer books of ATKT test papers shown to students and grievance forms to be collected from students and same to be submitted to exam cell by respective exam cell coordinators.
	4/10/2018		Declaration of ATKT results by Exam Cell.
53.	8/10/2018		1. Weekly Report by HoD's regarding lecture and Practical Classes in the given format - Email to Dean Academics Principal and DG 2. HoD's to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Principal. 3. Display of list of defaulters [only names] in the Class and laboratory till 5 th October 2018 with hard copy to Dean [Academics] and Principal 4. SMS to the Parents/Guardians of defaulters in attendance. Action: Faculty, Class In-Charges, Details of defaulter list, copies of SMS to be attached with course file. 5. BE/ME Project weekly review by respective group with guide
		14	
54.	9/10/2018		1. Submission of course file by the faculty to the respective HoD/Dean [FE] 2. 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. . 3. BE/ME Project monthly review by Departmental Committee 4. Completion of 100% syllabus. 5. Last date for appeal by defaulter students for class test II 6. Results of grievance cases of ATKT test to be released by exam cell.
55.	10/10/2018		KIND ATTENTION: All HoD's/DEAN [FE] and DEAN [Academics] <ul style="list-style-type: none"> • Display of Defaulter list (Only Names) • Monthly report • Checking of course file, lecture notes • BE/ME projects monthly review by Departmental committee
56.	11/10/2018		Departmental Attendance Committee to finalize its recommendations regarding the students who have been detained based on genuine cases and submits the same to Principal for approval. The approved list to be given to departments, exam cell and conduction team [class test]
57.	12/10/2018		Display of final list of defaulter students who are not allowed to appear CLASS TEST II due to short of attendance in the departmental notice board.
58.	15/10/2018		1. Weekly Report by HoD's regarding lecture and Practical Classes in the given format - Email to Dean Academics Principal and DG 2. HoD's to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Principal. 3. Display of list of defaulters [only names] in the Class and laboratory till 12 th October 2018 with hard copy to Dean [Academics] and Principal 4. SMS to the Parents/Guardians of defaulters in attendance. Action: Faculty, Class In-Charges, Details of defaulter list, copies of SMS to be attached with course file. 5. BE/ME Project weekly review by respective group with guide
		15	
59.	8/10 - 12/10		End -Semester FEED BACK BY STUDENTS[SE/TE/BE] - Action: Computer and IT HoD with all class incharges
60.	15/10 - 17/10		CLASS TEST II [SE/TE/BE] and CLASS TEST I [FE/ME]
61.	19/10/2018		1. Submission of Assignment V and practice question paper by students and submission records to be maintained. 2. Submission of Mid-Semester FEEB BACK report: Action Computer / IT HoD's.
62.	22/10/2018		1. Weekly Report by HoD's regarding lecture and Practical Classes in the given format - Email to Dean Academics Principal and DG 2. HoD's to submit Hard Copy of Report in the Format regarding Attendance and Hard Copy of the PPT to Principal. 3. Display of list of defaulters [only names] in the Class and laboratory till 19 th October 2018 with hard copy to

			Dean [Academics] and Principal 4. SMS to the Parents/Guardians of defaulters in attendance. Action: Faculty, Class In-Charges, Details of defaulter list, copies of SMS to be attached with course file. 5. BE/ME Project weekly review by respective groups with guide
63.	23/10/2018	16	1. Last date for CLASS TEST II CAP 2. Name of the faculty members who were not completed test assessments to be given to Principal by CAP team 3. Answer books of CLASS TEST II to be returned to concern HoD's by CAP coordinators and submission records to be submitted to exam cell.
64.	24/10/2018		1. Declaration of Class test II results by exam cell. 2. Return of corrected Assignment V and practice paper along with solutions to students 3. Submission of work load distribution for Even Semester of 2018-19
65.	22/10/2018 to 26/10/2018		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.
66.	26/10/2018		End of the term
67.	29/10/2018		Submission of course file to HoD by all faculty members
68.			Conduction of Oral/Practical examinations for SE/TE/BE will be announced
69.	3/11/2018		Finalization of work load distribution and same to be approved by Principal
70.			Conduction team submits the master time table of examination and duty chart
71.			Commencement of Theory examination will be announced
72.	14.12.18		Submission of master timetable by departments to approval.
73.			Faculty meeting regarding exam conduction will be announced . Action : SS, UFM Convener
74.	03.01.2019		Submission of course plans to ERP team by all departments as ERP
75.	04.01.2019		Faculties should submit course file [Even semester] to HoD / Dean FE for signature
76.			HoD's/Dean FE submit the report of defaulter faculty members who are not submitted course file.
77.	08/01/2019		Commencement of Even Semester 2018-2019.

Notes:

- Dean Academic should monitor strict implementation on day to day basis and should report weekly to Principal.
- HoD's should monitor strict implementation on day to day basis and should report weekly to Principal
- HoD's should monitor (i) Submission of Mentoring reports (ii) Submission of Group projects for Technical Mangalam (iii) Submission of reports by Quick learners. (iv) Submission of reports on remedial classes.
- Dean Academics to submit weekly report to Principal on implementation of lectures/practical as per time table
- HoD's 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 65 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 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 day of the semester should be devoted towards introduction, Course Plans, Schedule of Class Tests, One Text Book to be followed for each course 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 HoD's at the beginning and end of the semester.
- Course files shall be monitored periodically by the respective HoD's. Faculty member should submit these files to the HoD's 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. **NO FACULTY SHOULD USE BOOKS not recognized publishers and also guides.**
- 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 6th July , 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.
- (i) Weekly reports (hard copy) in the format (already sent to HoDs by email) and (ii) Report of the Academic Coordinator (hard copy) put in a file to be submitted by HoD to the Principal. Soft copy of the same to be sent as attachment to Dean (Acad) and DG. Institute level Academic Committee shall take weekly review and report to the Principal to be discussed in the HoD Meeting.
- Institute level Academic committee shall take review of the attendance of students monthly and submit consolidated report to the Principal to be discussed in HoD Meeting.
- 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.

21. 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.
22. **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	0815 - 1645	0915 - 1745	12.30 -21.00	0930-1800
Lectures/Practical/ Workshop	0830	0930		--

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

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

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Holidays during the semester: August 15 (Independence Day), Aug 17 (Parsi New year), Aug 22 (Bakrid), September 13 to September 17 [Mid Semester break] September 20 [Moharam] October 2 (Mahatma Gandhi Jayanti), October 18 (Dasara)


PRINCIPAL