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

01.07.2019.

No : MGM/CET/2019-20/

Academic Calendar for Odd Semester – AY 19-20 SE/TE/BE|01

S. No	Date/ Duration	Week	Activity
1	3/7/19		**Pre Semester activities:** 1. Individual time tables to be given to all faculty members by 3rd **July 2019** 2. Room time table and class time tables to be displayed by 3rd **July 2019** 3. 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 3rd **July 2019.** 4. List of Assignments/Projects for quick learners to be submitted on 3rd **July 2019.** 5. List of Course projects to be submitted by respective subject in-charges by 3rd **July 2019** **INSTRUCTIONS:** 1. Course files to be prepared clearly stating COs, POs, PSOs also with provision for makeup in case of holidays and kept ready as per the Guidelines provided: Action : **HoD's / Dean (FE) to verify** 2. ERP team upload all time tables, course plan in the system by 3rd **July 2019.** 3. Result analysis of regular students to be done within **three days of declaration of results.** 4. HoD's/DEAN (FE) to consolidate the list of attendance defaulter's list weekly basis and display the same in notice board. 5. Weekly monitoring of attendances and SMS/Warning letters issued to defaulters. 6. **Maximum usage of Audio/Video aids be made during lectures.** 7. Panel of Examiners for **November- December 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. 8. 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)**. 9. **No assignments are accepted after the due date.** 10. 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)**. 11. 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. 12. Minimum **TWO** industrial visits are arranged during semester for all years. 13. Names of CR/LR to be prepared within **three days of declaration of results** and same to be communicated to Dean Academics and Principal. 14. Attendance sheet 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. The faculty members shall enter the marks directly in **VIVA software**. Based on these entries, a hard copy taken out and checked by concern faulty and departmental exam cell coordinators and sign the sheets. (All corrections if any). 15. 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 16. 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.** 17. **Term work submission of 100% attendance students to be taken 7th week (for having five practical)8th week [for having six practical], 9th week (having seven practical)10th week [having eight practical] and 12th week [having ten practical] .Extra turn practical (those who missed two turns only) allowed only after approval from departmental attendance committee, institute attendance committee and Principal** 18. **Whenever possible, the week [October 14 – 18] is utilized for revision, solution of University Question paper, solutions of Practice question paper and discussion on the doubts of students.** 19. **Course Plan and number of lectures as per university syllabus.** 20. **Departmental Advisory Committee meeting to be conducted before 15th September 2019 and minutes of the meeting to be maintained.** 21. **During the week [October 14 – 18] all projects [BE/Advanced Learner/mini/ course projects] to be displayed and evaluated during departmental slot.** 22. For every important activities of Academic Calendar, there should be a compliance report from HoD's / Dean (FE) to be submitted. 23. DSE students orientation program to be conducted. Dates will be announced later. 24. FDP program for all faculty members will be conducted from 3rd July to 5th July at SR Hall daily 3 – 6 pm. 25. **National Education Day** celebration with organizing seminar, essay writing, elocution competitions ,rallies with banners, cards and slogans on the importance of education and nations commitment to all aspects of education on 11th November . 26. **Industrial training for Faculty members: atleast one faculty from each department should go for industry training in December and two faculty members per department during May-June.** 27. **Surprise Test *(based on the syllabus between 40% to 70%) to be conducted in the period from Class Test I and Class test II) to be conducted. * (could be online or using Kavoot)**
2.	4/7/19		**Faculty Members :** 1. To submit Course Plan **via email** to the Dean Academics, Principal and DG 2. To prepare and keep Course Files ready as per the Guide Lines provided – **HoD's / Dean(FE) to check**

			3. 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] 4. Proposal for receipt of organizing **National Conference/Seminars/conferences** to be submitted by Departments to **Principal**. 5. Proposal for AVISKAR participants to be submitted to **Principal**. 6. Departmental Students Association and its activities, Projects for BE/Advanced learners/ mini/course project to be finalized, details to be submitted to Dean [Acad], Principal and DG sir both hard and soft copy. 7. **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. 8. **Orientation program details including detailed schedule, PPT Audio/Vedio clipping to be submitted to Dean (Acad), Principal and DG sir. During orientation program, topic of workshop to be given to students and their suggestions can be obtained before 11th July. Detailed reports to be submitted by HoD's/Dean (FE) on 12th July 2019.** 9. Academic calendar for activities of the Departmental slots to be submitted to Dean (Acad) Principal and DG sir
3.	5/7/19		Departmental Meeting : Discuss the course file, course plan, activities for the semester and minutes of meeting
4.	8/7/19	1	**ODD TERM begins:** 1. Orientation program for all SE/TE/BE to be conducted by respective departments as per schedule submitted. 2. 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. 3. 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. 4. **Assignments – I** (SE/TE /BE) 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. 5.HoD's/ Dean(FE) should **verify the course plans** of faculty members and if anyone have less number of practical, then planning to be done for the extra practical during departmental slot . Practical to be completed within the period given in Academic calendar. 6.Course project , mini projects to be given to students
5.	9/7/19		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.**Assignment– I** (SE/TE /BE) to be given to the students
6.	11/7/19		Detailed reports about students suggestions for workshops to be submitted by respective HoD's/Dean(FE)
7.	15/7/19	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. Display of list of defaulters [only names with UID and roll number] in the Class and laboratory till **12th July 2019** and soft copy to be mailed to respective HoD/Dean(FE), Dean (Acad) and Principal in the format provided last semester by respective class in – charges. 3. SMS /email to the Parents/Guardians of defaulters in attendance with cc to Email to Dean (Acad) & Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file. 4. Project details of BE Sem VII to be submitted to exam cell by all departments in the prescribed university format. 5. BE/ME project weekly review by respective group with project Guide. Reports to be maintained properly. 6. Weekly reports of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir. 7. Weekly progress reports of advanced learners projects/course projects review by respective guide/subject in-charge 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.
8.	19/7/19		**Allotment of elective subjects [both department and institute level] and name of faculty members who are going to engage the subject for Even Semester 2019-20 to be submitted to Dean (Acad),Principal and DG sir.**
9.	22/7/19	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 . 2.Display of list of defaulters [only names with UID and roll number] in the Class and laboratory till **19th July 2019** and soft copy [both 2nd week and cumulative 1st and 2nd week]to be mailed to respective HoD/Dean(FE), Dean (Acad) and Principal in the format provided last semester by respective class in – charges. 3. SMS /email to the Parents/Guardians of defaulters in attendance with cc to Email to Dean (Acad) & Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file. 4. Project details of BE Sem VII to be submitted to exam cell by all departments in the prescribed university format. 5. BE/ME project weekly review by respective group with project Guide. Reports to be maintained properly. 6. Weekly reports of Mentor-Mentee meeting to be submitted to Dean (Acad), Principal and DG sir. 7. Weekly progress reports of advanced learners projects/course projects review by respective guide/subject in-charge 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
10.	24/7/19		1.Completion of 20% of Syllabus 2. Assignments – II (SE/TE /BE) on next 20% syllabus to be submitted by faculty **via email** to Dean Academics, Principal and DG . **Solutions** of all subjects to be submitted in a file.
11.	25/7/19		1. Submission of **Assignment - I** [SE/TE /BE] by the students. Submission records to be maintained. **NO LATE**

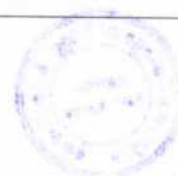|			acceptance of assignments by concerned Faculty. The soft copy of solutions to Assignment No. I to be posted on Google Class room and student's What's up group and submit by Email list of faculty member who did not submit 2.**Assignment - II** (SE/TE /BE)on next **20%** Syllabus to be to be handed over to the students
12.	29/7/19	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 2.Display of list of defaulters [only names with UID and roll number] in the Class and laboratory till **26th July 2019** and soft copy [both 3rd week and cumulative 1st to 3rd week]to be mailed to respective HoD/Dean(FE), Dean (Acad) and Principal in the format provided last semester by respective class in – charges. 3. SMS /email to the Parents/Guardians of defaulters in attendance with cc to Email to Dean (Acad) & Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file. 4. Project details of BE Sem VII to be submitted to exam cell by all departments in the prescribed university format. 5. BE/ME project weekly review by respective group with project Guide. Reports to be maintained properly. 6. Weekly reports of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir. 7. Weekly progress reports of advanced learners projects/course projects review by respective guide/subject in-charge 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.	1/8/19		**Return of the corrected Assignment - I** .
14.	5/8/19		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.Display of list of defaulters [only names with UID and roll number] in the Class and laboratory till **2nd Aug 2019** and soft copy [both 4rd week and cumulative 1st to 4th week]to be mailed to respective HoD/Dean(FE), Dean (Acad) and Principal in the format provided last semester by respective class in – charges. 3. SMS /email to the Parents/Guardians of defaulters in attendance with cc to Email to Dean (Acad) & Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file. 4. Project details of BE Sem VII to be submitted to exam cell by all departments in the prescribed university format. 5. BE/ME project weekly review by respective group with project Guide. Reports to be maintained properly. 6. Weekly reports of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir. 7. Weekly progress reports of advanced learners projects/course projects review by respective guide/subject in-charge 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
15.	8/8/19	5	1. Monthly 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.Display of list of defaulters [only names with UID and roll number] in the Class and laboratory till **7nd Aug 2019** and soft copy (1st month) to be mailed to respective HoD/Dean(FE), Dean (Acad) and Principal in the format provided last semester by respective class in – charges. 3. SMS /email to the Parents/Guardians of defaulters in attendance with cc to Email to Dean (Acad) & Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file. 4. Project details of BE Sem VII to be submitted to exam cell by all departments in the prescribed university format. 5. BE/ME project monthly review by respective group with project Guide. Reports to be maintained properly. 6. Monthly reports of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir. 7. Monthly progress reports of advanced learners projects/course projects review by respective guide/subject in-charge and reports to be maintained. 8. 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 9. ERP team submit the list of faculty members (i) who are not filled the data (ii)have taken leave in the month July 2019 to Dean (Acad),Principal and DG Sir
16.	8/8/19		**KIND ATTENTION: All HoD's/DEAN (FE) and DEAN (Academics)** • **Display of Defaulter list with their attendance** • **Monthly report** • **Checking of course file, lecture notes** • **BE/ME projects monthly review by Departmental committee** •
17.	12/8/19		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.Display of list of defaulters [only names with UID and roll number] in the Class and laboratory till **9th Aug 2019** and soft copy [both 5th week and cumulative 1st to 5th week]to be mailed to respective HoD/Dean(FE), Dean (Acad) and Principal in the format provided last semester by respective class in – charges. 3. SMS /email to the Parents/Guardians of defaulters in attendance with cc to Email to Dean (Acad) & Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file. 4. Project details of BE Sem VII to be submitted to exam cell by all departments in the prescribed university format. 5. BE/ME project weekly review by respective group with project Guide. Reports to be maintained properly.

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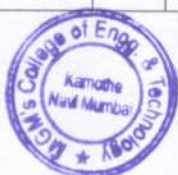|			
		6	6. Weekly reports of Mentor-Mentee meeting to be submitted to Dean (Acad), Principal and DG sir. 7. Weekly progress reports of advanced learners projects/course projects review by respective guide/subject in-charge and reports to be maintained. 8. Weekly report by ERP team regarding faculty 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
18.	13/8/19		**1.Completion of 40% of Syllabus** **2. Assignments – III** (SE/TE /BE) on next 20% syllabus to be submitted by faculty **via email** to Dean Academics, Principal and DG . **Solutions** of all subjects to be submitted in a file.
19.	14/8/19		1. Submission of **Assignment – II** (SE/TE /BE) by the students. Submission records to be maintained. **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. 2.Assignment - III (SE/TE /BE)on next **20%** Syllabus to be to be handed over to the students
20.	13/8 – 16/8/19		1. **No practical to be conducted for subject having five practicals.**
21.	19/8/19	7	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.Display of list of defaulters [only names with UID and roll number] in the Class and laboratory till **16th Aug 2019** and soft copy (both 6th week and cumulative 1st to 6th week) to be mailed to respective HoD/Dean(FE), Dean (Acad) and Principal in the format provided last semester by respective class in – charges. 3. SMS /email to the Parents/Guardians of defaulters in attendance with cc to Email to Dean (Acad) & Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file. 4. Project details of BE Sem VII to be submitted to exam cell by all departments in the prescribed university format. 5. BE/ME project weekly review by respective group with project Guide. Reports to be maintained properly. 6. Weekly reports of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir. 7. Weekly progress reports of advanced learners projects/course projects review by respective guide/subject in-charge 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
22.	21/8/19		1. **Return of the corrected Assignment - II** . 2. Question papers **CLASS TEST I** [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 3. **Blue prints of question paper for CLASS TEST I to be given to students as per the given format.** 4. Display of defaulter students who are not allowed for **CLASS TEST I** 5.Exam Cell provide the appearing list, attendance sheets to conduction team of CLASS TEST I
23.	22/8/19		1. **Last date for appeal by defaulter students along with parents Action: Departmental Attendance Committee**
24.	23/8/19		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. Copy to be submitted to conduction team, exam cell and Dean (Acad) 2. Duty charts of **CLASS TEST I** to be given to all faculty members.
25.	19/8 to 23/8		1. **No practical to be conducted for subjects having six practical.** 2. **Submission of term work by students having 100% attendance (subjects having 5 practical)**
26.	26/8/19	8.	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.Display of list of defaulters [only names with UID and roll number] in the Class and laboratory till **23rd Aug 2019** and soft copy [both 7th week and cumulative 1st to 7th week]to be mailed to respective HoD/Dean(FE), Dean (Acad) and Principal in the format provided last semester by respective class in – charges. 3. SMS /email to the Parents/Guardians of defaulters in attendance with cc to Email to Dean (Acad) & Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file. 4. Project details of BE Sem VII to be submitted to exam cell by all departments in the prescribed university format. 5. BE/ME project weekly review by respective group with project Guide. Reports to be maintained properly. 6. Weekly reports of Mentor-Mentee meeting to be submitted to Dean (Acad), Principal and DG sir. 7. Weekly progress reports of advanced learners projects/course projects review by respective guide/subject in-charge 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
27.	26/8 – 28/8/19		CLASS TEST I
28.	29/8/19		**1.Last date for CLASS TEST 1 CAP** including marks entry in the system 2. Name of the faculty members who could not complete the assessments to be given to Principal by CAP team
29.	30/8/19		1. Declaration of **CLASS TEST I** results by Exam cell. 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.**
30.	26/8 – 30/8/19		**Submission of term work by students having 100% attendance (subjects having six practical)**

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31.	2/9-6/9	9	Mid Term Break
32.	9/9/19		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.Display of list of defaulters [only names with UID and roll number] in the Class and laboratory till **23rd Aug 2019** and soft copy [both 8th week and cumulative 1st to 8th week]to be mailed to respective HoD/Dean(FE), Dean (Acad) and Principal in the format provided last semester by respective class in – charges.
			3. SMS /email to the Parents/Guardians of defaulters in attendance with cc to Email to Dean (Acad) & Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file.
			4. Project details of BE Sem VII to be submitted to exam cell by all departments in the prescribed university format.
			5. BE/ME project weekly review by respective group with project Guide. Reports to be maintained properly.
			6. Weekly reports of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir.
			7. Weekly progress reports of advanced learners projects/course projects review by respective guide/subject in-charge 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
33.	9/9/19	10.	1. Monthly 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.Display of list of defaulters [only names with UID and roll number] in the Class and laboratory till **6th Sep 2019** and soft copy [2^{ne} month and cumulative 1st and 2nd months]to be mailed to respective HoD/Dean(FE), Dean (Acad) and Principal in the format provided last semester by respective class in – charges.
			3. SMS /email to the Parents/Guardians of defaulters in attendance with cc to Email to Dean (Acad) & Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file.
			4. Project details of BE Sem VII to be submitted to exam cell by all departments in the prescribed university format.
			5. BE/ME project monthly review by respective group with project Guide. Reports to be maintained properly.
			6. Monthly reports of Mentor-Mentee meeting to be submitted to Dean (Acad), Principal and DG sir.
			7. Monthly progress reports of advanced learners projects/course projects review by respective guide/subject in-charge and reports to be maintained.
			8. 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
			9. ERP team submit the list of faculty members (i) who are not filled the data (ii)have taken leave in the month Aug 2019 to Dean (Acad),Principal and DG Sir
34.	**9/9/19**		KIND ATTENTION: All HoD's/DEAN (FE) and DEAN (Academics)
			• **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**
35.	13/9/19		1.Completion of 60% of Syllabus
			2. Assignments – IV [SE/TE /BE] on next 20% syllabus to be submitted by faculty **via email** to Dean Academics , Principal and DG . **Solutions** of all subjects to be submitted in a file
			3. Result Analysis of **CLASS TEST I** to be submitted to Dean (Acad), Principal and DG sir.
36.	9/9 to 13/9/19		1.In-Semester FEED BACK BY STUDENTS [FE/SE/TE/BE] Action: Dean (FE)/Computer and IT HoD with all class in charges
			2. **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 13.09.19** by exam cell coordinators.
			3. **No practicals to be conducted for subject having eight practicals.**
37.	16/9/19		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.Display of list of defaulters [only names with UID and roll number] in the Class and laboratory till **13th Sep 2019** and soft copy [both 10th week and cumulative 1st to 10th week]to be mailed to respective HoD/Dean(FE), Dean (Acad) and Principal in the format provided last semester by respective class in – charges.
			3. SMS /email to the Parents/Guardians of defaulters in attendance with cc to Email to Dean (Acad) & Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file.
			4. Project details of BE Sem VII to be submitted to exam cell by all departments in the prescribed university format.
			5. BE/ME project weekly review by respective group with project Guide. Reports to be maintained properly.
			6. Weekly reports of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir.
			7. Weekly progress reports of advanced learners projects/course projects review by respective guide/subject in-charge 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
			9. Submission of **Assignment – III** [SE/TE /BE] by the students. Submission records to be maintained. **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
			10.**Assignment – IV** [SE/TE /BE]on next **20%** Syllabus to be to be handed over to the students

			11. . **Declaration of CLSS TEST I grievances** cases results by exam cell.
38.	18/9/19	11.	1. Question papers and solution **ATKT TEST/ CLASS TEST I (DSE students)** [standard format including blue print, course out comes and level of Bloom's Taxonomy] and test time tables to be submitted to Principal for approval. Approved time table to be displayed in departmental notice boards 3. **Blue prints of question paper for ATKT TEST /CLASS TEST I to be given to students as per the given format.** 4. Exam cell will give the list of students [subject wise] who are appearing ATKT exams and attendance sheets to conduction team and departments. Department should display the list of students who are appearing (subject wise) **ATKT test** in the department notice board.
39.	19/9/19		1. **Return of the corrected Assignment - III** . 2. Conduction team finalize the duty chart and same to be given to faculty members 3 In-semester feedback report to be submitted to Principal and DG sir.
40.	16/9 to 20/9		1. Departmental Faculty meeting to be conducted during departmental slot. Minutes of meeting to be submitted to Dean (Acad), Principal and DG Sir 2 **Submission of term work by students having 100% attendance (subjects having eight practical)**
41.	21/9/19		**Parent Teacher meeting [SE/TE/BE]** All the information regarding result analysis, attendance rules, activities planned/done by department to be discussed with parents.
42.	23/9/18	12.	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.Display of list of defaulters [only names with UID and roll number] in the Class and laboratory till **20th Sep 2019** and soft copy [both 11th week and cumulative 1st to 11th week]to be mailed to respective HoD/Dean(FE), Dean [Acad] and Principal in the format provided last semester by respective class in – charges. 3. SMS /email to the Parents/Guardians of defaulters in attendance with cc to Email to Dean (Acad) & Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file. 4. Project details of BE Sem VII to be submitted to exam cell by all departments in the prescribed university format. 5. BE/ME project weekly review by respective group with project Guide. Reports to be maintained properly. 6. Weekly reports of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir. 7. Weekly progress reports of advanced learners projects/course projects review by respective guide/subject in-charge 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
43.	23/9 to 26/9/19		1.ATKT TEST/CLASS TEST I (DSE Students) 2. **No practicals to be conducted for subject having ten practicals.**
44.	27/9/19		1..Last date for ATKT TEST/CLASS TEST I (DSE students) CAP including marks entry in the system 2. Name of the faculty members who could not complete the assessments to be given to Principal by CAP team
45.	30/9/19	13.	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.Display of list of defaulters [only names with UID and roll number] in the Class and laboratory till **27th Sep 2019** and soft copy [both 12th week and cumulative 1st to 12th week]to be mailed to respective HoD/Dean(FE), Dean (Acad) and Principal in the format provided last semester by respective class in – charges. 3. SMS /email to the Parents/Guardians of defaulters in attendance with cc to Email to Dean (Acad) & Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file. 4. Project details of BE Sem VII to be submitted to exam cell by all departments in the prescribed university format. 5. BE/ME project weekly review by respective group with project Guide. Reports to be maintained properly. 6. Weekly reports of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir. 7. Weekly progress reports of advanced learners projects/course projects review by respective guide/subject in-charge 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 9. Declaration of ATKT/CLASS TEST I (DSE students) by Exam cell.
46.	1/10 - 2/20/19		**Technical Mangalam / National Conference**
47.	3/10/19		1.Completion of 80% of Syllabus 2. Assignments – **V** and Practice Question paper [SE/TE /BE] on next 20% syllabus to be submitted by faculty **via email** to Dean Academics, Principal and DG . **Solutions** of all subjects to be submitted in a file
48.	4/10/19		1. Submission of **Assignment - IV**[SE/TE /BE] by the students. Submission records to be maintained. **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. 2. **Assignment – V** [SE/TE /BE]on next **20%** Syllabus and practice question paper to be to be handed over to the students.
49.	1/10 to 4/10/19		1. **ATKT TEST & CLASS TEST I (DSE students)** 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 04.10.19 by exam cell coordinators.** 2. **Submission of term work by students having 100% attendance (subjects having ten practical)**
50.	7/10/19		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

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		14.	2. Display of list of defaulters [only names with UID and roll number] in the Class and laboratory till **4th Oct 2019** and soft copy [both 13th week and cumulative 1st to 13th week]to be mailed to respective HoD/Dean(FE), Dean (Acad) and Principal in the format provided last semester by respective class in – charges. 3. SMS /email to the Parents/Guardians of defaulters in attendance with cc to Email to Dean (Acad) & Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file. 4. BE/ME project weekly review by respective group with project Guide. Reports to be maintained properly. 5. Weekly reports of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir. 6. Weekly progress reports of advanced learners projects/course projects review by respective guide/subject in-charge and reports to be maintained. 7. 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
51.	9/10/19		1. Monthly 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. Display of list of defaulters [only names with UID and roll number] in the Class and laboratory till **7th Oct 2019** and soft copy [2ne month and cumulative 1st and 2nd months]to be mailed to respective HoD/Dean(FE), Dean (Acad) and Principal in the format provided last semester by respective class in – charges. 3. SMS /email to the Parents/Guardians of defaulters in attendance with cc to Email to Dean (Acad) & Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file. 4. Project details of BE Sem VII to be submitted to exam cell by all departments in the prescribed university format. 5. BE/ME project monthly review by respective group with project Guide. Reports to be maintained properly. 6. Monthly reports of Mentor-Mentee meeting to be submitted to Dean (Acad), Principal and DG sir. 7. Monthly progress reports of advanced learners projects/course projects review by respective guide/subject in-charge and reports to be maintained. 8. 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 9. ERP team submit the list of faculty members (i) who are not filled the data (ii)have taken leave in the month Sep 2019 to Dean (Acad),Principal and DG Sir
52.	9/10/19		KIND ATTENTION: All HoD's/DEAN (FE) and DEAN (Academics) - Display of Defaulter list with their attendance - Monthly report - Checking of course file, lecture notes **BE/ME projects monthly review by Departmental committee**
53.	10/10/19		**1. Return of corrected Assignment IV .** **2. Declaration of ATKT TEST/CLSS TEST I (DSE Students)** grievances cases results by exam cell.
54.	7/10 to 11/10/19		1. End-Semester FEED BACK BY STUDENTS [SE/TE/BE] Action: Dean (FE)/Computer and IT HoD with all class in charges.
55.	12/10/19		**Parent Teacher meeting [SE/TE/BE] All the information regarding overall performance of students to be discussed with parents.**
56.	14/10/19		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. Display of list of defaulters [only names with UID and roll number] in the Class and laboratory till **11th Oct 2019** and soft copy [both 14th week and cumulative 1st to 14th week]to be mailed to respective HoD/Dean(FE), Dean (Acad) and Principal in the format provided last semester by respective class in – charges. 3. SMS /email to the Parents/Guardians of defaulters in attendance with cc to Email to Dean (Acad) & Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file. 4. Project details of BE Sem VII to be submitted to exam cell by all departments in the prescribed university format. 5. BE/ME project weekly review by respective group with project Guide. Reports to be maintained properly. 6. Weekly reports of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir. 7. Weekly progress reports of advanced learners projects/course projects review by respective guide/subject in-charge and reports to be maintained.
		15.	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
57.	16/10/19		1. Question papers **CLASS TEST II** [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 2. **Blue prints of question paper for CLASS TEST II to be given to students as per the given format.** 3. Display of defaulter students who are not allowed for **CLASS TEST II** 4. Exam Cell provide the appearing list, mark sheets to conduction team of **CLASS TEST II** 5. **End semester feedback reports to be submitted to Principal, DG sir.** 6. Oral/Practical schedules to be submitted to exam cell in the format. Also detains of examiners day wise to be submitted to exam cell by department exam cell coordinators. 7. **Work load distribution of EVEN semester 2019-20 to be submitted to Den (Acad) and Principal.**
58.	14/10 – 18/10/19		**Submission of term work by students having 100% attendance (subjects having ten practical)**
59.	21/10/19		1. Weekly Report by HoD's & Dean (FE) regarding lecture , Practical Classes and BE projects in the given format -

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		16.	Email to Dean (Acad) Principal and DG 2.Display of list of defaulters (only names with UID and roll number) in the Class and laboratory till **18th Oct 2019** and soft copy [(both 14th week and cumulative 1st to 14th week) to be mailed to respective HoD/Dean(FE), Dean (Acad) and Principal in the format provided last semester by respective class in – charges. 3. SMS /email to the Parents/Guardians of defaulters in attendance with cc to Email to Dean (Acad) & Principal - Action: Faculty, Class In-Charges. Details of defaulter list and SMS to be attached with course file. 4. Project details of BE Sem VII to be submitted to exam cell by all departments in the prescribed university format. 5. BE/ME project weekly review by respective group with project Guide. Reports to be maintained properly. 6. Weekly reports of Mentor-Mentee meeting to be submitted to Dean [Acad], Principal and DG sir. 7. Weekly progress reports of advanced learners projects/course projects review by respective guide/subject in-charge 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
60.	22/10/19		1.Completion of 100% of Syllabus 2. Display of attendance defaulter list who are not fulfilled university attendance criteria for entire period [8th July to 22nd October 2019] considering full attendance for CT 2. 3. Submission of **Assignment – V** and Practice paper [SE/TE /BE] by the students. Submission records to be maintained. **NO LATE acceptance of assignments by concerned Faculty. The soft copy of solutions to Assignment No. V and practice question 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.** **3.** Conduction team finalize the duty chart and same to be given to faculty members
	25/10/19		**Return of corrected Assignment V and practice paper.**
61.	23/10 to 25/10/19		**1.CLASS TEST II**
62.	29/10/19		1..Last date for **CLASS TEST II (DSE students)CAP** including marks entry in the system 2. Name of the faculty members who could not complete the assessments to be given to Principal by CAP team 3. Exam cell provide mark sheets of term work /Internal Assessment to all internal examiners. 4.Return
63.	30/10/19		Declaration of results of **CLASS TEST II** by Exam Cell
64.	30/10 to 4/11/19		**CLASS TEST II** 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 01.11.19 by exam cell coordinators**
65.	5/11/19		**Declaration of results of CLASS TEST II** grievances cases by exam cell.
66.	30/10 to 11/11/19		1. Oral/Practical exams begin. 2. Internal Examiners required submitting the mark sheets of term work/IA/oral/practical exams within two days of completion of examinations.
67.	13/11/19		Faculty meeting and distribute duty charts to all faculty members. Action: Conduction Team
68.	14/11 to 19/12/19		University examinations.
69.	16/12/20		Faculty members upload course plan in the ERP system for **EVEN** Semester 2019-2020
70.	3/01/20		All faculty members submit their course file to respective HoD.
71.	6/01/20		Commencement of **EVEN** 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 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.

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 3rd July , 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)   (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 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	12.00 – 19.00	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.**

Holidays during the semester: 12th August Bakri Eid (Idul Juha) 15th August (Independence Day) 2nd September to 6th September (Mid-term break) 10th September (Moharam) 2nd October (Gandhi Jayanti) 8th October (Dashera)

Principal

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