



Date: 29.12.2019.

No : MGM/CET/2019-2020 / 35

Academic Calendar for Even Semester – AY 19-20 FE/SE/TE/BE/ME

S. No	Date/ Duration	Week	Activity
1			<p>Pre Semester activities:</p> <ol style="list-style-type: none"> 1. Individual time tables to be given to all faculty members by 31st December 2019 2. Room time table and class time tables to be displayed by 3rd January 2020 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 January 2020. 4. 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 5. Faculty members upload their course plan in ERP and HoD's / DEAN (FE) upload time tables in ERP by 3rd January 2020. 6. Result analysis of regular students to be done within three days of declaration of results. 7. HoD's/DEAN (FE) to consolidate the list of attendance defaulter's list bimonthly basis and display the same in notice board. 8. Monitoring of attendances and SMS/Warning letters issued to defaulters every fifteen days. 9. Maximum usage of Audio/Video aids be made during lectures. 10. List of Assignments/Projects for quick learners to be submitted on 3rd January 2020. 11. Panel of Examiners for May-June 2020 exams (all semesters) for FE/SE/TEBE/ME in the prescribed format to be submitted to exam cell. (Minimum two examiners per subject) 12. 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). 13. No assignments be accepted after the due date. 14. The applications of students for not being able to submit assignments in time / not being able to attend CT I / CT II due to genius reasons recommended by HoD's /Dean(FE) be submitted to Dean(Acad). 15. 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. 16. Minimum TWO industrial visits are arranged during semester for all years. 17. Attendance sheet (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 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). 18. 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 19. 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. 21. Course plan and number of lectures as per university syllabus.
2.	3/1/20		<p>Faculty Members :</p> <ol style="list-style-type: none"> 1. To submit Course Plan via email to the Dean Academics, Director Madam and DG Sir 2. To prepare and keep ready Course File as per the Guide Lines provided – HoD's / Dean(FE) to check 3. HoD's and Dean (FE) present the details of Department activities planned for current semester utilizing the services of Adjunct Faculties and Resource and Faculty-In charge for this action to be informed. (Atleast 12 number of 2 hours activity for FE/SE/TE/BE to be planned) 4. Proposal for organizing National Conference/Seminars/conferences to be submitted by Departments to Director Madam. 5. Departmental Students Association and its activities, Projects for quick learners to be finalized, details to be submitted to Dean(Acad), Director Madam and DG Sir. 6. First week no tutorials should be taken and tutorial periods converted to theory and concerned faculty members to engage theory lectures. Tutorial no.1 will be in second week having portion of theory covered in six lectures of first week. 7. Orientation program details including detailed schedule, PPT Audio/Video clipping to be submitted to Dean[Acad], Director Madam, and DG sir <p>Departmental Faculty meeting: Discuss course file, course plan etc & minutes of meeting to be maintained.</p> <p>Semester begins:</p> <p>Faculty members</p> <ol style="list-style-type: none"> 1. Orientation program for all FE/SE/TE/BE to be conducted by respective departments as per schedule 2. HoD's/DEAN (FE) verify the course files of faculties
3	4/1/20		
4	6/1/20		

			<p>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.</p> <p>4. Assignments – I (FE/SE/TE /BE & ME) on 20% syllabus to be submitted by faculty via email to Dean (Acad) Director Madam and DG Sir. Solutions of all subjects to be submitted in a file.</p> <p>5. HoD's and 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</p>
5.	7/1/20		<p>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.</p> <p>2. Academic calendar for activities of the Departmental slots to be submitted to Dean [Acad] Director Madam and DG sir.</p> <p>3. Assignment – I (SE/TE /BE & ME) to be given to the students</p>
6.	20/1/20	3	<p>1. Defaulter list from 6th Jan to 17th Jan 2020 to be displayed in the respective departmental notice board.</p> <p>2. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acad) & Director Madam. - . Details of defaulter list and SMS records to be attached with course file.</p> <p>3. Completion of 20% of Syllabus</p> <p>4. Assignments – II (FE/SE/TE /BE & ME) on next 20% syllabus to be submitted by faculty via email to Dean (Acad) Director Madam and DG Sir. Solutions of all subjects to be submitted in a file.</p>
7.	21/1/20		<p>1. Submission of Assignment - I by the students Submission records to be maintained. 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. Details of submission records to be maintained in the course file by respective subject incharges.</p> <p>2. Assignment - II (SE/TE /BE & ME) on next 20% Syllabus to be to be handed over to the students</p>
8.	24/1/20		Return of the corrected Assignment - I .
9.	03/2/20		<p>1. Defaulter list from 20th Jan to 31st Jan 2020 to be displayed in the respective departmental notice board.</p> <p>2. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acad) & Director Madam. - . Details of defaulter list and SMS records to be attached with course file.</p>
10.	04/2/20		<p>1. Completion of 40% of Syllabus</p> <p>2. Assignments – III (FE/SE/TE /BE & ME) on next 20% syllabus to be submitted by faculty via email to Dean (Acad) Director Madam and DG Sir. Solutions of all subjects to be submitted in a file.</p>
11.	05/2/20	5	<p>1. Submission of Assignment - II 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. Details of submission records to be maintained in the course file by respective subject incharges.</p> <p>2. Assignment - III (SE/TE /BE & ME) on next 20% Syllabus to be to be handed over to the students</p>
12.	07/2/20		<p>1. 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 Director Madam for approval. Approved time table to be displayed in departmental notice boards</p> <p>2. Blue prints of question paper for CLASS TEST I to be given to students as per the format given last semester.</p>
12.	10/2/20		<p>1. Return of the corrected Assignment - II.</p> <p>2. Duty charts of CLASS TEST I to be given to all faculty members</p>
13.	12/2 to 14/2/20	6	CLASS TEST I
14.	17/2/20		<p>1. Defaulter list from 3rd Feb to 14th Feb 2020 to be displayed in the respective departmental notice board.</p> <p>2. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acad) & Director Madam. - . Details of defaulter list and SMS records to be attached with course file.</p>
15.	18/2/20	7	Last date for CLASS TEST I CAP including marks entry in the system .CAP coordinators submit the list of defaulter faculty members who have not completed assessments to Director Madam.
17.	24/2/20		Declaration of CLASS TEST I results by Exam Cell.
18.	26/2/20		<p>1. Completion of 60% of Syllabus</p> <p>2. Assignments – IV (FE/SE/TE /BE & ME) on next 20% syllabus to be submitted by faculty via email to Dean (Acad) Director Madam and DG Sir. Solutions of all subjects to be submitted in a file.</p>
19.	27/2/20	8	<p>1. Submission of Assignment - III 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. Details of submission records to be maintained in the course file by respective subject incharges.</p> <p>2. Assignment - IV (SE/TE /BE & ME) on next 20% Syllabus to be to be handed over to the students</p>
20.	24/2 to 28/2/20		<p>1. 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 28.02.20 by exam cell coordinators.</p> <p>2. Surprise test 1 to be conducted for 10 – 15 minutes during regular lecture.</p> <p>3. In-Semester FEED BACK BY STUDENTS (FE/SE/TE/BE) Action: Dean (FE)/Computer and IT HoD with all class in charges.</p>
21.	02/3/20		<p>1. Defaulter list from 17th Feb to 28th Feb 2020 to be displayed in the respective departmental notice board.</p> <p>2. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acad) & Director Madam. - . Details of defaulter list and SMS records to be attached with course file.</p>
22.	04/3/20	9	<p>1. CLASS TEST I grievances results to be declared by exam cell.</p> <p>2. Return of corrected Assignment III to be given to students.</p>
23.	05/3/20		MANGALAM 2020
24.	07/3/20		<p>1. Defaulter list from 2nd Mar to 13th Mar 2020 to be displayed in the respective departmental notice board</p> <p>2. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acad) & Director Madam. - . Details of defaulter list and SMS records to be attached with course file.</p>

	13/20		1. Completion of 80% of Syllabus 2. Assignments – V (FE/SE/TE /BE & ME) on next 20% syllabus and practice question papers to be submitted by faculty via email to Dean (Acad) Director Madam and DG Sir. Solutions of all subjects to be submitted in a file.
	18/3/20		1. Submission of Assignment - IV 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. Details of submission records to be maintained in the course file by respective subject incharges. 2. Assignment - V (SE/TE /BE & ME) on next 20% Syllabus and practice paper to be handed over to the students
27.	24/3/20		Return of the corrected Assignment – IV to be given to the students.
28.	26/3/20	12	1. Question papers CLASS TEST II [standard format including blue print, course out comes and level of Bloom's Taxonomy] 2. Blue prints of question paper for CLASS TEST II to be given to students as per the format given last semester.
29.	27/3/20		Duty charts of CLASS TEST I to be given to all faculty members
30.	30/3/20	13	1. Defaulter list from 16 th Mar to 27 th Mar 2020 to be displayed in the respective departmental notice board. 2. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acad) & Director Madam. - . Details of defaulter list and SMS records to be attached with course file.
31.	30/3 to 01/4/20		CLASS TEST II
32.	08/4/20		Last date for CLASS TEST II CAP including marks entry in the system .CAP coordinators submit the list of defaulter faculty members who have not completed assessments to Director Madam.
33.	09/4/20	14	1. Completion of 80% of Syllabus 2. Declaration of CLASS TEST II results by Exam Cell. 3. Departments should submit the oral/practical schedule with number of examiners per day to exam cell.
34.	13/4 to 16/4/20	15	1. 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 16.04.20 by exam cell coordinators. 2. Farewell functions to Final year students to be planned during departmental slot.
35.	17/4/20		1. TERM END 2. CLASS TEST II grievances results to be declared by exam cell 3. Return of corrected Assignment V and practice paper to students. 4. Work load distribution of ODD semester of academic year 2020-21 to be submitted to Dean (Acad) and Director madam for approval.
36.	20/04 to 30/04/20		Conduction of Oral/Practical Examinations.
37.	06/05/20		Faculty meeting and distribution of duty charts : Conduction team/UFM team
38.	07/05 to 11/06/20		University examinations.
40.	06/07/20		Commencement of ODD semester of Academic Year, 2020-2021.

Notes:

1. Dean Academic should monitor strict implementation on day to day basis and should report weekly to Director Madam
2. HoD's/Dean [FE] should monitor strict implementation on day to day basis and should report weekly to Director Madam
3. Dean Academics to submit weekly report to Director Madam 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 from Director Madam..
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. 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)
9. 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.
10. 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.
11. Faculty Members should carry their lecture notes to the Class Room. Taking Text Books and other books is discouraged.
Respective HoDs / Dean (FE) to provide list of Academic Coordinators, Class In-Charge, and Laboratory In-Charges along with contact details (Mobile and Email ID) by 7th January, 2020.

13. 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.
14. (i) Biweekly 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 Director Madam. Soft copy of the same to be sent as attachment to Dean (Acad) and DG Institute level Academic Committee shall take biweekly review and report to Director Madam
15. 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.
16. 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 DIRECTOR MADAM**
17. Till the completion of theory examinations and assessments -- Non-Vacation Slot for Faculty
18. It is mandatory to stick to the various deadlines given including those related to examinations and evaluations.
19. 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.
20. **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		--

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

Holidays during the semester: February 19 (Shivaji Jayanti), February 21 (Mahashivratri), March 10 (Holi), March 25 (Gadi Padwa) April 2 (Rama Navami) April 3 (Mahavir Jayanti), April 10 (Good Friday) April 14 (Dr. Ambedkar Jayanti)

Chandray
For Director