



Date: 29.12.2019.

No: MGM/CET/2019-2020 / 3 5

Academic Calendar for Even Semester	- AV 10 20 EE/SE/TE/DE/NAS
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Pre Semester activities: 1.Individual time tables to be given to all faculty members by 31** December 2019 2.Room time table and class time tables to be displayed by 3** January 2020. 3. Lab time table along with list of experiments, rotation pattern, last date for submission have 100% attendance as per university ordinances to be displayed 3** January 2020. 4. Course files to be prepared clearly stating COS, PGS, 950 salos with provision for makeu holidays and kept ready as per the Guidelines provided: Action: HoD's / Dean (FE) upod time table languary 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 a same in notice board. 8. Monitoring of attendances and SMS/NVarining letters issued to defaulters every fifteen or 9. Maximum usage of Audio/Video aids be made during lectures. 10. List of Assignments/Projects for quick learners to be submitted on 3** January 2020. 11. Panel of Examiners for May-June 2020 exams (all semesters) for FE/SE/TEBE/ME in the 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 we missed in a particular tab to HoD's/Dean (FE) and Dean (Azad). 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 submit assignments in time / not being able to submit assignments in time / not being able to submit assignments in time / not being able to submit assignments in time / not being able to submit assignments in time / not being able to submit assignments in time / not being able to submit assignments in time / not being able to submit assignments in time / not being able to submit assignments in time / not being able to submit assignments in time / not being able to submit assignments in time / not being able to submit additions, practice paper	5. No	Duration	Academic Calendar for Even Semester – AY 19-20 FE/SE/TE/BE/ME
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			the numbers email address of parent
			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 projects etc. HoD's and Dean (FE) Verify the details and put their projects etc.
١	* 4.5	- 1	mentor-mentee list, quick learners list with their projects etc. Hob 3 and 2 a
	1,00	1	remarks on the file. 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.
			Madam and DG Sir. Solutions of all subjects to be submitted in a file. 5. HoD's and Dean(FE) should verify the course plans of faculty members and if anyone have less number of practical, the course plans of faculty members and if anyone have less number of practical, departmental slot
- 1			then planning to be done for the extra practical during departmental slot
_	7/1/20		
	.,,_,		1.HoD's and Dean (FE) to submit report to the Principal on the strict agnerance of the recent of the results maintain course maintained by the Faculty members with clear identification of those faulty members who did not maintain course
- 1		1	files.
	1		files. 2. Academic calendar for activities of the Departmental slots to be submitted to Dean [Acad] Director Madam
			and DG sir.
			3.Assignment-I (SE/TE /BE & ME) to be given to the students 1. Defaulter list from 6 th Jan to 17 th Jan 2020 to be displayed in the respective departmental notice board. 2. Details
	20/1/20		1. Defaulter list from 6 th Jan to 17 th Jan 2020 to be displayed in the respective departmental notice. 2. SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acad) & Director Madam Details
- 1			of defaulter list and SMS records to be attached with course file.
1			
			4. Assignments — II (FF/SF/TF /BE & ME) on next 20% syllabus to be submitted by faculty via existing
		3	Director Madam and DG Sir. Solutions of all subjects to be submitted in the medianic MOLATE acceptance of assignment
7.	21/1/20		Director Madam and DG Sir. Solutions of all subjects to be submitted in a file. 1. Submission of Assignment - I by the students Submission records to be maintained. NO LATE acceptance of assignment 1. Submission of Assignment - I by the student's What's up 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 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
			by concerned Faculty. The soft copy or solutions to Assignment No. 2 to expective subject incharges.
			2.Assignment - II (SE/TE /BE & ME) on next 20% Syllabus to be to be handed over to the students
0	24/1/20		
8. 9.	03/2/20		the recognition of the second the recognition of th
J.	03/2/20		2 SMS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acob) & Sweet
			of defaulter list and SMS records to be attached with course me.
10.	04/2/20	1	1.Completion of 40% of Syllabus 2. Assignments – III (FE/SE/TE /BE & ME) on next 20% syllabus to be submitted by faculty via email to Dean (Acad)
		2	
			Director Madam and DG Sir. Solutions of all subjects to be submission records to be maintained. NO LATE acceptance of 1. Submission of Assignment - II by the students Submission records to be maintained. NO LATE acceptance of
1.	05/2/20	5	1. Submission of Assignment - II by the students Submission records to be maintained in Google Class room and student assignments by concerned Faculty. The soft copy of solutions to Assignment No. II to be posted on Google Class room and student assignments by concerned Faculty. The soft copy of solutions to assignment by concerned Faculty.
			assignments by concerned Faculty. The soft copy of solutions to Assignment with the posterior subject incharges. What's up group. Details of submission records to be maintained in the course file by respective subject incharges. What's up group. Details of submission records to be maintained in the course file by respective subject incharges.
		4	2.Assignment - III (SC/TE /BE & ME) on next 20.3 Syllabors to be longered to course out comes and level of Bloom's
12.	07/2/20	1	2.Assignment - III (SC/TE /BE & ME) on next 20.3 Synabos to be 30 Synabos out comes and level of Bloom's 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
			Taxonomy] and class test time tables to be submitted to blector Madain for approximation
			displayed in departmental notice boards 2. Blue prints of question paper for CLASS TEST I to be given to students as per the format given last semester.
	10/2/20		4 Between of the corrected Assignment - II.
12.	10/2/20		2. Duty charts of CLASS TEST I to be given to all faculty members
13.	12/2 to	6	CLASS TEST I
٠.,	14/2/20		1. Defaulter list from 3 rd Feb to 14 th Feb 2020 to be displayed in the respective departmental notice board.
14.	17/2/20		1. Defaulter list from 3 rd Feb to 14 th Feb 2020 to be displayed in the respective departmental and a second se
•			2. SMS to the Parents/Guardians of defaulters in other system. CAP coordinators submit the list of defaulter
		7	
15.	18/2/20		faculty members who have not completed assessments to breeze.
	2 - 12 /22		Declaration of CLASS TEST I results by Exam Cell.
17.	24/2/20		1.Completion of 60% of Syllabus
18.	26/2/20		2. Assignments – IV (FE/SE/TE /BE & ME) on Tiext 2003 symbol to a file
			Director Madam and DG Sir. Solutions of all subjects to be seemed to be maintained NO LATE acceptance of
10	27/2/20	1	1. Submission of Assignment - III by the Students Submission to the late he nosted on Google Class room and studen
19.	2112120		assignments by concerned Faculty. The sort copy of solutions are die the course file by respective subject incharges.
		8	What's up group. Details of submission records to be maintained in the coale like by the students 2. Assignment - IV (SE/TE /BE & ME) on next 20% Syllabus to be to be handed over to the students 2. Assignment - IV (SE/TE /BE & ME) on next 20% Syllabus to be to be collected and same to be submitted.
		-	F = 1/2 to be chown to students and birerare
20.	24/2 10	, ,	
	28/2/20		to exam cell before 5.00 pm on 28.02.20 by exam cell before 5.00 pm on 28.02 by exam cell before 5.00 by exam cel
			3. In-Semester FEED BACK BY STUDENTS (FE/3E) 12/3E
			charges.
	== 12/20		charges. 1. Defaulter list from 17 th Feb to 28 th Feb 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
	02/3/20	1	sate as the Decests (Guardians of defaulters in attendance and Embers
21.	1	9	to the list and CMC rocords to be attached with course his
21.	-		of defaulter list and Sixis records 1 CLASS TEST I grievances results to be declared by exam cell. 2 Return of corrected Assignment III to be given to students.
	242/20	1	a start of corrected Assignment III to be given to state
	04/3/20		2. Return of Confection Assignment
22.	0. 107 ***		
21.	05/03.4		MANGALAM 2020
22	05/03.40		MANGALAM 2020 1. Defaulter list from 2 nd Mar to 13 th Mar 2020 to be displayed in the respective departmental notice board 1. Defaulter list from 2 nd Mar to 13 th Mar 2020 to be displayed in the respective departmental notice board
22	05/03.4		MANGALAM 2020 1. Defaulter list from 2 nd Mar to 13 th Mar 2020 to be displayed in the respective departmental notice board 1. Defaulter list from 2 nd Mar to 13 th Mar 2020 to be displayed in the respective departmental notice board 2. SNIS to the Parents/Guardian vol defaulters in attendance and Email to Dean [Acatt] & Director Madamic Details 2. SNIS to the Parents/Submic of the attendance and the property of the control of th
22	05/03.40		MANGALAM 2020 1. Defaulter list from 2 nd Mar to 13 th Mar 2020 to be displayed in the respective departmental notice board 1. Defaulter list from 2 nd Mar to 13 th Mar 2020 to be displayed in the respective departmental notice board 2. SNIS to the Parents/Guardian vol defaulters in attendance and Email to Dean [Acast]. & Director Madamic Details 2. SNIS to the Parents/Submitted to the state had with a respective departmental notice board.
22	05/03.40		MANGALAM 2020 1. Defaulter list from 2 nd Mar to 13 th Mar 2020 to be displayed in the respective departmental notice board 2. SNIS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acat) & Director Madams— Details 2. SNIS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acat) & Director Madams— Details 2. SNIS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acat) & Director Madams— Details 2. SNIS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acat) & Director Madams— Details 3. SNIS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acat) & Director Madams— Details 3. SNIS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acat) & Director Madams— Details 4. SNIS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acat) & Director Madams— Details 3. SNIS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acat) & Director Madams— Details 4. SNIS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acat) & Director Madams— Details 4. SNIS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acat) & Director Madams— Details 4. SNIS to the Parents/Guardians of defaulters in attendance and Email to Dean (Acat) & Director Madams— Details 4. SNIS to the Defaulter of the Defaulters of the Defaulters of the Defaulter of the Defaulters of the Defaulter of the
22	05/03.40		MANGALAM 2020 1. Defaulter list from 2 nd Mar to 13 th Mar 2020 to be displayed in the respective departmental notice board 1. Defaulter list from 2 nd Mar to 13 th Mar 2020 to be displayed in the respective departmental notice board 2. SMS to the Parents/Guardian vol defaulters in attendance and Email to Dean [Acail] & Director Madamy Details 2. SMS to the Parents/Guardian vol defaulters in attendance and Email to Dean [Acail] & Director Madamy Details 2. SMS to the Parents/Guardian vol defaulters in attendance and Email to Dean [Acail] & Director Madamy Details 3. SMS to the Parents/Guardian vol defaulters in attendance and Email to Dean [Acail] & Director Madamy Details 3. SMS to the Parents/Guardian vol defaulters in attendance and Email to Dean [Acail] & Director Madamy Details 3. SMS to the Parents/Guardian vol defaulters in attendance and Email to Dean [Acail] & Director Madamy Details 3. SMS to the Parents/Guardian vol defaulters in attendance and Email to Dean [Acail] & Director Madamy Details 3. SMS to the Parents/Guardian vol defaulters in attendance and Email to Dean [Acail] & Director Madamy Details 3. SMS to the Parents/Guardian vol defaulters in attendance and Email to Dean [Acail] & Director Madamy Details 3. SMS to the Parents/Guardian vol defaulters in attendance and Email to Dean [Acail] & Director Madamy Details 3. SMS to the Parents/Guardian vol defaulters in attendance and Email to Dean [Acail] & Director Madamy Details 4. SMS to the Parents/Guardian vol defaulters in attendance and Email to Dean [Acail] & Director Madamy Details 4. SMS to the Parents/Guardian vol defaulters in attendance and Email to Dean [Acail] & Details defaulters in attendance and Details defaulters in attend

A /	/3/20		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 (Arad) 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 to be handed over to the students
27.	24/3/20		Between of the secreted 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		December 1 Class TEST to be since to all faculty mambers
30. 30/3/20 1. Defaulter list from 13 2. SMS to the Parents,		13	 Defaulter list from 16th Mar to 27th Mar 2020 to be displayed in the respective departmental notice board. 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	1	CLASS TEST II
	01/4/20		The state of the s
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 2Declaration of CLASS TEST II results by Exam Cell. (a) The completion of examiners per day to exam cell.
34.	13/4 to 16/4/20	15	 3.Departments should submit the oral/practical schedule with number of exemples of exemples. 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.
5.	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	-1	Faculty meeting and distribution of duty charts: Conduction team/UFM team
38.	07/35 to 11/06/20		University examinations.
40.	06/07/20	_	Commencement of ODD semester of Academic Year 2020-2021.

Notes:

- Dean Academic should monitor strict implementation on day to day basis and should report weekly to 1.
- HoD's/Dean [FE] should monitor strict implementation on day to day basis and should report weekly to Director Madam
- Dean Academics to submit weekly report to Director Madam on implementation of lectures/practical as per time table
- HoD's/Dean [FE] 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 59 after accounting for holidays, Class Tests, and Students' it is necessary to plan the Course Plan accordingly and meet University Activities. Hence 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..
- 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.
- 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)
- 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
- 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
- Faculty Members should carry their lecture notes to the Class Room. Taking Text Books and other books is discouraged
 - Respective Hobs Dean (FF) to provide list of Academic Coordinators. Class In-Charge, and Laboratory for that residing with contact details (Mobile and Final ID) by 7th January

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 Committee shall take biweekly review and report to Director Madam Institute level Academic

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

(1) can be utilized subject to (i) completion of conduct of oral and practical exams and (II) PRIOR WRITTEN APPROVAL BY THE DIECTOR 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

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]*

			•	
Faculty Lectures/Practical/ Workshop	(constitution	T.E., B.E., & M.E. (1st Shift)	B.E. (2nd Shift)	0930-1800

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 (Godi Padwa) April 2 (Rama Navami) April 9 (Mahayir Jayantla). April 10 (Good Friday) April 14