

Even Semester Academic Calendar 2015-16 for 0569-1608.

ELECTRONICS AND TELECOMMUNICATION



Sr no	Activities	Year 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	Responsible Person	Remark
1	Skill Imbibing program on sensors and transducer	10 to 12 Dec 2015	project coordinator	
2	Induction Meet (Staff)	11 <sup>th</sup> Dec 2015	Coordinator & PRINCIPAL	
3	Meeting with H.O.D & principal All Teaching Staff / Non Teaching /Peon	Before Commencement of Semester	H.O.D & PRINCIPAL	
4	Industrial Visit and educational tour	14th Dec 2015 -21 Dec 2015	IIIC CELL	
5	Commencement Of Semester	14 <sup>th</sup> Dec 2015	Institute	
6	Morning round of IAMC member and Academic coordinator And H.O.D's	Daily	Academic coordinator & H.O.D's	* Attendance Improvement *
7	Sports Week	28 <sup>th</sup> Dec to 2 Jan 2016	Sports committee	
8	ISO(Internal Audit)	Feb Last Week	MR,JMR& DMR	
9	Principal and School visit	1st week of Dec 2015 till Admission date	Institute Advertisement	Report should be submitted to principal
10	NATIONAL ACTIVITIES		Event Coordinator & PRINCIPAL	
11	Student Counselling 2 hr per week		H.O.D's coordinator	
12	Career Guidance	Dec-15	TPO	

*Handwritten signature and date: 08/01/16*

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13	Blood Donation Camp	Jan 13th	Event Coordinator	Report should be submitted to principal
14	IAMC (Mock)+OBE Implementation	Dec 3rd week to 1st week Jan 2016	Academic coordinator	Report should be submitted to principal
15	Declaration of Winter 2015 Results	Jan 2nd Week 2016	MSBTE	
16	Photocopy and Verification	Jan 3rd Week 2016	Dept. Clerk	Report should be submitted to HOD
17	Exam Form Filling Date <i>Without fine</i>	18 January – 6 February 2016	Dept. Clerk	Report should be submitted to HOD
18	Exam Form Filling Date <i>With Fine Rs 200</i>	8 February- 20 February 2016	Dept. Clerk	Report should be submitted to HOD
19	Exam Form Filling Date <i>With Fine Rs. 1500/-</i>	22 February – 11 March 2016	Dept. Clerk	Report should be submitted to HOD
20	Reassessment	Feb 2nd Week 2016	Dept. Clerk	Report should be submitted to HOD
21	Career fair	(As per MSBTE schedule)	MSBTE & Institute	File must be submitted to MSBTE
22	Staff Feedback 1	Last Week of Jan 2016	Academic coordinator	Report should be submitted to Principal
23	Meeting Of Class Representatives (CR) <i>With H.O.D. &amp; Principal</i>	3 <sup>rd</sup> February 2016	Academic coordinator	MOM's should prepare within a week & distributed among HOD's & CP's

	with H.O.D. & Principal			to distributed among HOD's & CR's
24	Improvement Test (at least 1)	Between PTT-1 & 2	Subject Teacher	*Result Improvement* (Submit the marks to class coordinator)
24	Mid Term Submission		Subject Teacher	

Sr. no	Activities	Year 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	Responsible Person	Remark
25	Republic Day (Appreciation of staff and student Star performers)	26th January 2016		
26	SCADA WORKSHOP /RC PROTOCOL	1st week of Feb 2016	project coordinator	
27	Meeting with weaker students.	After PTT1	H.O.D's	*Result Improvement*
28	Nominees of Departmental Topper for 15% fees Concession		H.O.D's	
29	Remedial Classes	After winter 2015	H.O.D's	*Result Improvement*
30	Progressive Theory Test [PTT] -1	28 Jan -30 January 2016	PTT In charge	
31	OPEN HOUSE (Parents Meet)	1 <sup>st</sup> Week of February (After PTT-1)	HOD's & class Coordinators	Parent of the Year Award
32	IAMC and NBA	Last Week of January 2016	Academic coordinator	Report should be submitted to principal
33	Staff Feedback 2	Last Week of March 2016	Academic coordinator	Report should be submitted to principal
34	Book Exhibition and Feedback of Library	1st week of March	librarian and Team	
35	Feedback of staff & students for Admin	1st week of March	I/C Registrar	

36	EAMC	Feb 1 <sup>st</sup> Week 2016	Academic coordinator, HOD's, Principal.	
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Sr no	Activities	Year 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	Responsible Person	Remark
37	Meeting of Class Coordinators with HOD	Twice in a Semester (report should be submitted to Principal)	HOD's	Report should be submitted to principal
38	Meeting of Institute Coordinator with HOD & Principal	Every 15 days	PRINCIPAL	
39	Alumina Data (Information Collection From Students)	1st week of March 2015	Dept. Clerk & Departmental Alumina Coordinator	
40	Tech Era-2016 (Project Exhibition)	Last Week of Feb	Project coordinators of all Dept	
41	Progressive Theory Test [PTT] -2	March 24-26 2016	PTT In charge	
42	Farewell for Final Year Students	Dept level		
43	Summer Vacation	4th May -9th May 2016 1 week (Tentative)	Principal	
		9 <sup>th</sup> May -28 <sup>th</sup> May 2016 3 week (Tentative)		
44	Alumini Meet 2016	June Month 2016	Coordinator	
45	Appraisal Submission with Supporting Documents through HOD's (Teaching & ...)	1st week of April 2016		

45	Documents through HOD's (Teaching & Non-Teaching)	1st week of April 2016		
46	Theory Exam	3 <sup>rd</sup> April -3 May 2016	COE	
47	Designing of Admission form, Prospectus & Advertisement for Admission.	Admission Controller &		
48	Declaration of Result	June 2016 Week	MSBTE	
49	Commencement Of Odd Semester	20-Jun-16	Institute	

  
Academic Coordinator (0569)

Academic Coordinator (1608)

  
PRINCIPAL

Shah