

**EXTC Departmental Level Even Semester Academic Calendar 2016-17 for 0569
W.e.f. 15th Dec. 2016**

December 2016				
Sr.no.	Activities	Year 1st, 2nd, 3rd	Responsible Person	Remark
1	Duration of Semester	15 th Dec. 2016 to 24 th March 2017	All	14 Weeks
2	Skill development program/ISTE Program	13 th Dec to 25 th Dec	For final year students	Project coordinator
3	Induction Meeting Teaching Staff (GFM) with Principal	14 th Dec.	Registrar	
4	Budget Meeting	14 th Dec-2016	All HOD's / Section Head & Principal	
5	Entrepreneurship Training Program	15 th Dec to 18 th Dec 2016	TPO/EDP CELL	
6	Department level meeting with Staff and GFM	Dept. level	H.O.D's	After Every 15 Days
7	ISO Internal Audit	2 nd Week of Dec. 2016	ISO MR /JMR	
8	Commencement of Even Semester	15 th Dec. 2016	Institute & Department	
9	First Compilation of SAR	15 th Dec. 2016	NBA Controller	
10	Sports Week	15 th Dec. - 21 th Dec 2016	Sports Coordinator & Team	
11	Mock IAMC	23 rd Dec. 2016	All IAMC Members	
12	Induction for second and final year students	26 th Dec to 30 th Dec	Class coordinator & Project coordinator	
13	Industry Expert talk	26 th Dec to 30 th Dec	IIC	For second year

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14	School Visit	Dec. 2016 to Feb. 2017	Advertisement Controller	
15	Alumina Meet	31 st Dec. 2016	Alumina Controller	
16	Career Guidance for SSC Students	Dec. - 2016	Advertisement Controller	
NOTE:				
January 2017				
Sr.no.	Activities	Year 1 st , 2 nd , 3 rd	Responsible Person	Remark
1	Declaration of Winter-2015 Result	Second Week Jan-2017	MSBTE	
2	Staff Feedback 1	3 rd Week of Jan 2017	HODs	
3	Expert Talk and Industrial Visit	04 th Week of Jan-2017	IIC coordinator	
4	Blood Donation & Health check-up	13/01/2017	Dr. Ismail Shaikh & Cultural Team	
5	Result Analysis of Winter 2016	Jan 3 rd Week 2017	All H.O.D's	
6	ISO Audit (Internal)	04 th Week of Jan-2017	M.R./All HOD's / Section Heads	
7	Photo copy & Verification	Jan 3 rd Week 2017	Exam Controller	
8	Expert Talk and Industrial Visit	04 th Week of Jan-2017	IIC coordinator	
9	Mock Audit as per SAR	15 th Jan 2017	NBA Controller	
10	Improvement Test	As per T.P.	Subject Teacher	At Least 2 per Semester

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11	PTT-1	23 rd -25 th Jan 2017	PTT In-charge	
12	ISTE workshop	25 th Jan,27 th Jan,28 th 2017	Second year students	
13	Republic Day	26 th Jan 2017	Institute / Cultural Coordinator	
14	Mid Term Submission	Before 31 st Jan 2017	Subject Teacher	
15	Exam Form Filling Date Without fine (With Normal Fees)	30 th Jan -10 th Feb 2017	All Clerk	
16	Meeting of CR with Principal	30 th Jan 2017	Academic Coordinator	
17	Meeting with HOD's, A.C. & Principal Based on CR's Feed back	31 st Jan. 2017	Academic Coordinator	
February 2017				
Sr.no.	Activities	Year 1 st ,2 nd ,3 rd	Responsible Person	Remark
1	Open House (Parent Meet) / Felicitations of Star Performer Students and Faculties	1 st Feb 2016	All HOD's & Cultural Team	
2	IAMC	1 st Week of Feb 2017	Academic Coordinator	
3	EAMC	3 rd Week of Feb 2017	All	
4	Exam form filling Date with Fine Rs.200/-	13 th Feb - 24 th Feb 2017	Dept. Clerk	
5	Exam form filling Date with Fine Rs.1500/-	27 th Feb – 03 rd March 2017	Dept. Clerk	
6	Staff Feedback 2	Last week of Feb 2017	HOD's	
7	Reviewing of step first and second for NBA and ISO	15 th February 2017	NBA / ISO Controller	

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8	Career Guidance and EDP	15-20 th Feb-2016	TPO/HODs	
9	Final Year Project Completion	Last week of Feb. 2017	Project Controller	
March 2017				
Sr.no.	Activities	Year 1 st , 2 nd , 3 rd	Responsible Person	Remark
1	Alumina Data collection	1 st Week March	Dept. Clerk	
2	ISO External Mock Audit and Final Audit	01 st & 02 nd Week of March 2017	MR / DMR	
3	Tech –Era State level Project Exhibition	11 th March	Project Coordinator	
4	Applying for NBA	15 th March	NBA Controller	Tentative
5	PTT-2	22 nd - 24 th March 2017	PTT In-charge	
6	Farewell and Exit feedback survey	Department level	H.O.D's	
7	NOC & Hall Ticket Distribution	25 th March – 27 th March	All Subject Teachers & Clerks	
8	Practical Exam	28 th March - 07 th April 2017	Practical Exam In-charge	
April 2017				
Sr.no.	Activities	Year 1 st , 2 nd , 3 rd	Responsible Person	Remark
1	Appraisal Submission	1 st Week April 2017	HOD's & Admin.	
2	Departmental Stock Verification	01 st Week of April-2017	Store and All dept.	

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4	Preparation Leave for Students	7 th April – 10 th April 2017	All	
5	Summer 2017 Theory Exam	11 th April -8 th May 2017	As Per MSBTE	
May & June 2017				
Sr.no.	Activities	Year 1 st , 2 nd , 3 rd	Responsible Person	Remark
1	Skill Imbibing program (2 nd session)	2 nd week of May	Project coordinator	
2	Result declaration of Summer 2017	June Second Week 2017	MSBTE	
3	Commencement of Next Odd Semester 2017	19 th June 2017	Institute & MSBTE	