

EXTC department Odd Semester Academic Calendar 2016-17 for 0569.

| Sr no | Activities | 2 nd ,3 rd Year | 1 st Year | Responsible Person | Remark |
|-------|---|--|---|-----------------------------------|-----------------------------|
| 1 | Submission of Fees Proposal @ SSS | - | | Mr. Nadeem (Accountant & Team) | |
| 2 | Stock Verification | In July 2016 | Store Incharge, All Lab Assit. & HOD's. | | |
| 4 | Commencement Of Semester & Registration of II-III year | 20 th June 2016 | * July 18 after 2 nd CAP round | Institute | |
| 5 | Induction Programme | In the First Week of Commencement of Semester | In the First Week of Commencement of Semester "KRC" Introduction | All HOD's & Class coordinator | |
| 6 | Collection of Fees | 16-18 June registration | At the time of Admission | Mr. Nadeem (Accountant & Team) | |
| 7 | National Activity | | | Coordinator & Principal | Institute |
| 8 | Social Activity | | | Coordinator & Principal | Institute |
| 9 | Industrial visit | Department level | | All HOD's & Class coordinator | As per MSBTE requirement |
| 10) A | Experts Lectures | Department level | | All HOD's & Class coordinator | As per MSBTE requirement |
| 10) B | Workshop for Students | Sensor Calibration (16 to18 AUG) Course on Automation(10 th to 24 DEC) RC5 Protocol (16 & 17 SEP) | | HOD & Teaching Staff | As per ISTE |
| 11 | Industrial Trainings deputations Other Trainings deputations | Department level | | All HOD's | As per MSBTE requirement |
| 12 | Mock IAMC | 17-18 th June 2016 | 18-19 July 2016 | | |

| 13 | IAMC | Sept 1 st week | Sept 1 st week | IAMC Team | |
|-------|---|---|--|--------------------------|---|
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| 14 | Orientation of Library | | | Librarian & Team | |
| 15 | Exam Form Filling Date <i>Without Fine</i> | August 22-Sept 9 2016 | Sept 16-Spet 23 2016 | Dept. Clerk | Report of those students who are eligible for fine Rs200/- should be prepared & submit to HOD |
| 16 | Exam Form Filling Date With <i>Fine Rs. 200/-</i> | Sept 12 to 26 2016 | Sept 26 to 30 2016 | Dept. Clerk | Report of those students who are eligible for fine Rs 1500/- should be prepared & submit to HOD |
| 17 | Exam Form Filling Date <i>With Fine Rs. 1500/- Institute Confirmation</i> <i>RBTE Confirmation</i> | Sept 27 October 6 2016 October 6 2016 <i>October 7 2016</i> | Sept 27 October 6 2016 October 6 2016 <i>October 7 2016</i> | Dept. Clerk | |
| 18 | LMDC | As per MSBTE Dead Lines | | Mr. Altaf (Store Keeper) | |
| 19 | <i>Ramzan holidays</i> | <i>5th July to 7th July 2016</i> | | Institute | |
| 20 | Staff Feedback | 18-19 August 2016 | 7-8 September 2016 | HOD's | Report should be submit to Principal |
| 21 | Project Allotment | 1 st week of July 2016 | NA | Project Coordinators | |
| 22 | Flag Hosting | 15 TH Aug 2016 | | | |

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| 23 | Eligibility for DSY & FY (Readmission & Branch transfer) | As per MSBTE Dead Lines | As per MSBTE Dead Lines | Dept. Clerk & OS (I ST & II ND shift) | |
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| 24 | Merit list Submission & Verification @ MSBTE & DTE | As per DTE & MSBTE Schedule | | Admission Coordinator & OS (I ST & II ND shift) | Verified Merit List Should Distributed Among All Dept. |
| 25 | Improvement Test | After completion of every 20% Syllabus | | Subject Teacher | <i>(Submit the marks to class coordinator)</i> |
| 26 | Progressive Theory Test [PTT] -1 | August 10-12 ,2016 | September 1-3 2016 | PTT In charge | |
| 27 | Parents Meet (workshop) | 3 rd September2016 | 1 st October 2016 | HOD's | |
| 28 | DTE Scholarship form filling & Scrutiny | In Sept. | | Dept. Clerk | |
| 29 | Feed Back of Library | | | Librarian & Team | Report should be submit to Principal |
| 30 | IAMC / ISO/NBA | | | Academic coordinator/ ISO MR/NBA Coordinator | |
| 31 | EAMC | 3 rd week of Sept | | Academic coordinator, HOD's, Principal. | |
| 32 | Orientation (Awareness) Of Exam & RAC for Staff | 15 th Nov 2016 | | COE & RAC Officer In- charge | |
| 33 | Progressive Theory Test [PTT] -2 | October 13-15,2016 | November 7-9 2016 | PTT In charge | |
| 34 | Visit to Industry for placement & MOUS | Twice in a Each Semester | | TPO & Principal | |
| 35 | Placement requisition form submission to T&P | In August | | H.O.D's | |
| 36 | Industrial ,Internship /Training / other activity Documents submission to T&P | - | | H.O.D's | |

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| 37 | Winter Break | | | OS (I ST & II ND shift) Exam RAC | |
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| 38 | Fees Collection & Distribution of Hall Ticket | Prior one week of start of PR Exam | Prior one week of start of PR Exam | Accountant & All Clerk | |
| 39 | Practical Exam | November 3-12 2016 | November 7-13 2016 | Practical In charge | |
| 40 | Winter Theory Exam 2016 | November 16 to Dec 6 2016 | November 24 to Dec 6 2016 | COE | As per MSBTE |
| 41 | RAC Winter 2016 | 25 th Nov to 15 Dec Tentative | | RAC Officer In-charge | |
| 42 | Principal sign on Service Book | End of ODD Semester | | O.S and I/C Registrar | Service Book |
| 43 | Declaration of Result | Second Week of January 2017 | | MSBTE | |
| 44 | Commencement Of Even Semester | December 19, 2016 to 24 March, 201 7 | | Institute | |

Mr. Md Rashid
Academic Coordinator

Mr .Ramjan Khatik
I/CPRINCIPAL