

Electronics Department Even Semester Academic Calendar 2017-18 for 0569

Sr. No.	Month	Activities	2 nd ,3 rd Year	Responsible Person	Remark	
01	December	Application for NBA Pre-qualifier	First week of December 2017	NBA Controller		
02		Departmental Meeting 01 (Faculty / GFM)	01 December 2017	HOD	Preparation of TP & LP / Plan for Even semester MOM to be approved by Principal	
03		Departmental Meeting 02 (Non-Teaching Staff)	01 December 2017	HOD	Preparation of Labs for Even Semester MOM to be approved by Principal	
04		Faculty & staff orientation by Principal with Faculty Infrastructure Feedback	08 December 2017	Registrar		07/12/2017
05		Budget Meeting	08 December 2017	HODs / Section Heads & Principal	Prepare Departmental Budget & get approval of Principal	
06		Commencement of Even Semester	11 December 2017	Institute	Time Table & Academic calendar to be displayed on NB	11/12/2017
07		Students orientation program	Third week of December	Institute & Department	HOD and Principal along with class coordinator	
09		Departmental Academic Monitoring (DAMC) / Mock IAMC	15 – 16 December 2017	DAMC Coordinator (Mr.Muslim Rangwala)	Report to be submitted to IAMC coordinator & HOD	16/12/2017
10		Final Year Project Phase - 02	Third week of December 2017	Departmental Project Coordinator / Guides	Report to be submitted to HOD	

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11		Social Activity: Blood Donation & Health Check-up	Fourth week of December 2017	Dr, Ismail Shaikh & Cultural Committee	Report to be submitted to Principal
12		Poster presentation (under ISTE)	30 th December 2017	GFM and Class representative	Student competition

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01	January 2018	Alumina Meet	02 January 2018	Alumina Controller	Report to be submitted to Principal & HOD
02		Departmental Review Meeting 03 (Faculty / GFM)	03 January 2018	HOD	Follow-up of defaulters, academic progress & Plan for PTT-1 MOM to be approved by Principal
03		Declaration of Winter-2017 Result	Second Week of January 2018	MSBTE	Prepare Result Analysis & Submit to Exam Cell / Principal
04		Departmental Meeting 04 (Faculty / GFM)	After Declaration of Winter 2017 Result	HOD	Remedial measures to be devised based on result analysis MOM to be approved by Principal
05		RRAC	After Declaration of Winter 2017 Result	MSBTE & RRAC Controller	Senior Faculties to be deputed for assessment
06		Expert Talk - 01	Second Week of January 2018	IIC Coordinator	For final year student
07		Personality development program (PDP)	Second Week of January 2018		For second and third year student
08		Staff feedback – 01	15th to 17th Jan 2018.	HOD & ERP Coordinator	Report to be submitted to Principal & take corrective action

09	Infrastructure Feedback from students	15th to 17th Jan 2018.	HOD & Class Coordinators	Report to be submitted to Principal & HOD
10	Industrial Visit - 01	3rd Week of Jan. 2018	IV Coordinator / PP Faculty	Third year student
11	ISO Internal Audit	3rd Week of Jan. 2018	ISO MR /JMR	Report to be submitted to Principal & HOD
12	Result Analysis of Winter 2017 (Institute Level)	3rd Week of Jan. 2018	All H.O.Ds & Principal	The corrective actions suggested to be implemented

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01	January 2018	QAC & class interaction	3rd Week of Jan. 2018	QAC Members (2nd & 3rd Year Coordinators)	Report regarding Academic progress, class & Lab infrastructure to be submitted to HOD
02		HOD Meeting with CR	19 January 2018	HOD	Remedial measures to be taken
03		Photo copy & Verification	3rd Week of Jan. 2018	Exam Controller & Departmental Clerk	Report to be submitted to HOD
04		Sports Week	20 – 25 January 2018	Sports Coordinator & Team	Report to be submitted to Principal & HODs
05		Meeting of CR with Principal	23 January 2018	Academic Coordinator	Report to be submitted to Principal & HODs
06		Academic Coordinator & HODs Meeting with Principal	24 January 2018	Academic Coordinator	CRs Feedback analysis & Corrective action MOM to be circulated among HODs
07		Republic Day celebration & Prize distribution of sports	26 January 2018	Cultural Coordinator & Students Council	Report to be submitted to Principal

08	Open House (Parent Meet) / Felicitation of Star Performer Students and Faculties	Last Week of January 2018	All HODs & Cultural Team	Parents Meet file to be prepared by HODs
09	STTP for students (Under ISTE / QIP)	Last Week of January 2018	Think Lab Coordinator	Workshop on transducer and RC Protocol

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01	February 2018	Mid Term Submission	First Week of February 2018	Course Teachers	DAMC will ensure completion of midterm submission
02		Final Year Project Phase - 03	First Week of February 2018	Departmental Project Coordinator / Guides	Project completion status to be submitted to HOD
03		IAMC	First Week of February 2018	Academic Coordinator & Team	Report to be submitted to Principal & HODs
04		PTT- 01	07 th To 09 th of February as per MSBTE	PTT Coordinator	Prepare PTT record file
05		Expert Talk - 02	3 rd Week of February 2018 (12-17)	Expert Talk Coordinator & PP Faculties	For Second & Final Year Report to be compiled
06		EAMC	Third Week of February 2018	HOD & Team	Report to be approved by IAMC & Principal
07		Staff Feedback 2	Last week of February 2018	HOD & ERP Coordinator	Report to be approved by Principal
08		Career Guidance and EDP Workshop (One Day)	Last week of Feb 2018	TPO/HODs	Department level

09	Final Year Project Completion Phase -04	Last week of Feb 2018	Departmental Project Coordinator / Guides	Final Project completion report to be approved by HOD
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01	March 2018	Alumina Data collection	1st Week March 2018	Dept. Clerk & Alumina Coordinator	Report to be compiled & submitted to HOD
02		Farewell & career guidance program	07 March 2018	H.O.D & Event Coordinator	Students of second and third year
03		Completion of Even Semester	17 March 2018	HOD	Syllabus of all courses to be completed on or before 17 March 2018
04		State level Project Exhibition (Tech –Era)	2nd Week of March 2018	Project Coordinator	Report to be submitted to Principal
05		PTT-2 & PST	20th – 23rd March 2018 as per MSBTE	PTT Coordinator	Prepare PTT record file
06		Submission of PTT - 02 Answer Papers & Marksheets.	24 March 2018	PTT Coordinator	CO will be granted
07		Submission	23rd March – 26th March 2018	Course Teachers	Signature of students to be taken in D-4 Format
08		NOC & Hall Ticket Distribution	23rd March – 26th March 2018	All Subject Teachers & Clerks	NOC & Hall Ticket Distribution
09		Practical Exam	26th March - 05th April 2018	Departmental Exam Coordinator	Report to be compiled
10		ISO Internal Audit	Last Week of March 2018	MR / DMR	Report to be submitted to MR & HOD

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01	April-2018	Appraisal Submission	2nd Week of April 2018	HOD & Admin.	HOD will submit the appraisal reports of Teaching & Non-Teaching staff
02		Departmental Stock Verification	2nd Week of April-2018	Store Keeper, Lab. Assistants & HOD	Report to be submitted to Store Keeper after approval from Principal
03		Preparation Leave for Students	6th April – 11th April 2018	HOD	No remedial or extra lectures permitted
04		CO PO Attainment & Survey	5 th April – 11 th April	Program owner	Course owner will upload the marks in software
05		Summer 2017 Theory Exam	12th April - 9th May 2018	MSBTE	
06		RAC – Summer 2017	18th April – 20th May 2018	MSBTE	All faculties & staff will cooperate with RAC
07		Advertisement	April to July 2018	Advertisement Controller	
08	June 2018	Result declaration of Summer 2018	June Second Week 2018	MSBTE	Prepare result analysis
09		Commencement of Next Odd Semester 2018	17th June 2018	Institute & MSBTE	

Mr. Imran Rajwani

Academic Coordinator

Mr. Shaikh Arif

(I/cHOD)

Mr .Ramjan Khatik

Principal