



## Academic calendar for Electronics & telecommunication Department for Odd Semester 2017-18

Sr no	Month	Activities	1 <sup>st</sup> Year	2 <sup>nd</sup> ,3 <sup>rd</sup> Year	Responsible Person	Remark
1	June	D.T.E Approved Centralized Admission Process (CAP) Awareness Program	After S.S.C Result			
2	June	ISTE approved Faculty Development program on NBA Accreditation	12-17 June 17			
3	June	Induction program for Newly joined Staff	15 June 17			
4	June	Registration & Collection of Fees	At the time of Admission	15-17 June registration	Mr. Nadeem (Accountant & Team)	
5	June	Mock IAMC	20-21 July 17	16-17 June 17		
6	June	Commencement Of Semester	*17 <sup>th</sup> July 17	19 <sup>th</sup> June 17	Institute	
7	June	Meeting with Principal H.O.D's and All Staff (GFM)	17 June 17		Principal & Registrar	
8	June	<i>Ramdan holidays</i>	<i>23-28 June 17</i>		Institute	Tentative
9	June	<i>ISO external Audit</i>	<i>June Last Week</i>		ISO MR /DMR	



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1	July	Orientation program for students		3 <sup>rd</sup> July	Class coordinator	
2	July	Departmental parents Meet for Regular and Dropout students		8 July	Class Co-ordinator	
3	July	Project Allotment	NA	1 <sup>st</sup> week of July 17	Project Coordinators	
4	July	Improvement Test	After completion of every 20% Syllabus		Subject Teacher	<i>(Submit the marks to class coordinator)</i>
5	July	Eligibility for DSY & FY (Readmission & Branch transfer)	As per MSBTE Dead Lines	As per MSBTE Dead Lines	Dept. Clerk & OS (1 <sup>ST</sup> & II <sup>ND</sup> shift)	
6	July	CR meet 1 with principal & Academic Coordinator	19 July 17		All HOD's & Academic Coordinator	Seminar Hall
7	July	Display of 1 <sup>st</sup> Month Attendance list on Departmental Notice board on 21 <sup>st</sup> July 2017	Form 19 <sup>th</sup> June to 20 <sup>th</sup> July 17		All HOD's	Submit the report having Below 75% attendance list to Principal
8	July	Staff Feedback 1	24-26 July 17		HOD's	Below 70% feedback Report should be submit to Principal & Academic Coordinator.
9	July	GFM Staff meeting with Principal & H.O.D's	26 <sup>th</sup> July 17		HOD's	If required then Visit To home
10	July	Canteen Feedback with Staff & Students	Last week of July 17		Canteen coordinator	
11	July	Orientation of Library	Last Week of July 17		NA	Librarian & Team
12	July	Workshop on Proteus software	15 <sup>th</sup> and 29 <sup>th</sup> July		Muslim Rangwala	ISTE



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1	August	Progressive Theory Test [PTT] -1	As per MSBTE 9 Aug to 11 Aug		PTT In charge	
2	August	Stock Verification	9 Aug to 11 Aug			<b>Lab Asst</b>
3	August	National Activity Flag Hosting	15 Aug 17		Coordinator & Principal	Institute
4	August	Workshop( RC-5 )	18&19 Aug		(Khan Adil)	ISTE
5	August	Departmental ISO AUDIT & IAMC Report	19 August		HOD & IAMC Co-ordinator	
6	August	1 <sup>st</sup> year students & Direct 2 <sup>nd</sup> year students meeting with Chairman & principal	19 August 17		H.O.D's	
7	August	Staff Feedback 2	21-23 August 17		HOD's	Report should be submit to Principal & Academic Coordinator
8	August	Display of 2 <sup>nd</sup> Month Attendance list on Departmental Notice board on 22 <sup>nd</sup> August 2017	Form 19 June to 19 August 17		All HOD's	Submit the report having Below 75% attendance list to Principal
9	August	Exam Form Filling Date <b><i>Without Fine</i></b>	As per MSBTE		Dept. Clerk	Report of those students who are eligible for fine Rs200/- should be prepared & submit to HOD



11	August	CR meet 2 with principal & Academic Coordinator	31 <sup>st</sup> August 17		All HOD's & Academic Coordinator	
12	August	Project Synopsis submission	31 <sup>st</sup> August 17		Project coordinator	
<b>Sr no</b>	<b>Month</b>	<b>Activities</b>	<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> ,3<sup>rd</sup> Year</b>	<b>Responsible Person</b>	<b>Remark</b>
1	September	DTE Scholarship form filling & Scrutiny	In Sept.		Dept. Clerk	
2	September	Parents Meet (workshop)	In 2 <sup>nd</sup> week of September 17		HOD's	
3	September	IAMC	1 <sup>st</sup> week of Sept 17		Sept 1 <sup>st</sup> week	IAMC Team
4	September	EAMC	3 <sup>rd</sup> week of Sept 17		Academic coordinator, HOD's, Principal.	
5	September	ISTE Event	16 <sup>th</sup> September		Ali hasan & Faisal ur Rehman	ISTE workshop for students
6	September	Display of 3 <sup>rd</sup> Month Attendance list on Departmental Notice board on 21 <sup>st</sup> September 2017	Form 19 June to 19 September 17		All HOD's	Submit the report having Below 75% attendance list to Principal
7	September	Exam Form Filling Date With <i>Fine Rs. 200/-</i>	As per MSBTE		Dept. Clerk	Report of those students who are eligible for fine Rs 1500/- should be prepared & submit to HOD



8	September	Exam Form Filling Date <i>With Fine Rs. 1500/- Institute Confirmation</i>  <i>RBTE Confirmation</i>	As per MSBTE		Dept. Clerk	
9	September	Feed Back of Library			Librarian & Team	Report should be submit to Principal
<b>Sr no</b>	<b>Month</b>	<b>Activities</b>	<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> ,3<sup>rd</sup> Year</b>	<b>Responsible Person</b>	<b>Remark</b>
1	October	Progressive Theory Test [PTT] -2	AS per MSBTE 11 Oct to 13 Oct		PTT In charge	
2	October	Preliminary EXAM	16 Oct to 21 Oct		PTT In charge	
3	October	Industrial ,Internship /Training / other activity Documents submission to T&P	-		H.O.D's	As per EAMC Requirement
4	October	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	
5	November	Practical Exam	As per MSBTE		Practical In charge	
6	November	Orientation (Awareness) Of Exam & RAC for Staff	As per MSBTE			
7	November	Winter Theory Exam 2017	As per MSBTE		COE	As per MSBTE
8	November	RAC Winter 2017	As per MSBTE		RAC Officer In-charge	



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9	November	Departmental ISO AUDIT & IAMC Report	Second week of November	HOD & IAMC Co-ordinator	
1	December	Commencement Of Even Semester	11 December 2017 to 24 March 2018	Institute	
2	December	Social Activity (Blood Donation /Tree Plantation )	2 <sup>nd</sup> Week of December 17	Event Coordinator & Principal	
3	December	Skill development program on Industrial Automation	3 <sup>rd</sup> year 4 <sup>th</sup> Dec to 16 <sup>th</sup> Dec 2017	Abdullah chaudhary	
4	December	Alumni Meet 2017	Last week of December 17	Alumni coordinator Ali hasan	
5	January	Declaration of Result	Second Week of January 2018	MSBTE	

**Note: Industrial visit /expert talk planned on working Saturdays only.**

**Imran Rajwani**

**Academic Coordinator**

**Md Rashid**

**Shaikh Arif**

**( HOD)**

**Mr .Ramjan Khatik**

**Principal**