



Academic calendar for Electronics & Telecommunication Department for Odd Semester 2018-19

Sr no	Month	Activities	1 st Year	2 nd ,3 rd 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	4 th June to 9 th June 2018			
3	June	Induction program for Newly joined Staff	20 th June 2018			
4	June	Registration & Collection of Fees	At the time of Admission	18 th June 2018 registration	Mr. Nadeem (Accountant & Team)	
5	June	Mock IAMC	20-21 July 18	25 th June 18		
6	June	Commencement Of Semester	*16 th July 18	20 th June 18	Institute	
7	June	Meeting with Principal H.O.D's and All Staff (GFM)	9 th June 2018		Principal & Registrar	
8	June	<i>Ramdan holidays</i>	15 th & 18 th June 2018		Institute	Tentative
9	June	<i>ISO external Audit</i>	30 th July to 4 th August 2018		ISO MR /DMR	



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1	July	Orientation program for students	3 rd Week of July	June Last Week	Class coordinator	
2	July	Departmental parents Meet for Regular and Dropout students		21 st July 2018	Class Co-ordinator	
3	July	Project Allotment	NA	2 nd week of July 18	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 (I ST & II ND shift)	
6	July	CR meet 1 with principal & Academic Coordinator	31 st July 2018		All HOD's & Academic Coordinator	Seminar Hall
7	July	Display of 1 st Month Attendance list on Departmental Notice board on 20 th July 2018	Form 18 th June to 19 th July 18		All HOD's	Submit the report having Below 75% attendance list to Principal
8	July	Staff Feedback 1	25-27 July 18		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 th July 18		HOD's	If required then Visit To home
10	July	Canteen Feedback with Staff & Students	Last week of July 18		Canteen coordinator	
11	July	Orientation of Library	Last Week of July 18		NA	Librarian & Team
12	July	Workshop on Proteus software	2 nd week of July 2018		Muslim Rangwala	ISTE Student Chapter



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1	August	Progressive Theory Test [PTT] -1	As per MSBTE 13 Aug to 16 Aug 2018		PTT In charge	
2	August	Stock Verification	1 Nov to 3 Nov 2018			Lab Asst
3	August	National Activity Flag Hosting	15 Aug 2018		Coordinator & Principal	Institute
5	August	Departmental ISO AUDIT & IAMC Report	1 st Week of Sept 2018		HOD & IAMC Co-ordinator	
6	August	1 st year students & Direct 2 nd year students meeting with Chairman & principal	18 th August 2018		H.O.D's	
7	August	Staff Feedback 2	27-29 August 2018		HOD's	Report should be submit to Principal & Academic Coordinator
8	August	Display of 2 nd Month Attendance list on Departmental Notice board on 20 th August 2018	Form 18 June to 18 August 2018		All HOD's	Submit the report having Below 75% attendance list to Principal
9	August	Exam Form Filling Date <i>Without Fine</i>	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	30 th August 2018		All HOD's & Academic Coordinator	

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1	September	DTE Scholarship form filling & Scrutiny	In Sept.		Dept. Clerk	
2	September	Parents Meet (workshop)	In 2 nd week of September 18		HOD's	
3	September	IAMC	1 st week of Sept 18		Sept 1 st week	IAMC Team
4	September	EAMC	3 rd week of Sept 18		Academic coordinator, HOD's, Principal.	
5	September	ISTE Event (Circuit Mounting & Technical Quiz& GD)	17 ^h September 2018		Ali hasan & Faisal ur Rehman	ISTE
6	September	Display of 3 rd Month Attendance list on Departmental Notice board on 21 st September 2018	Form 18 June to 18 September 18		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	



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9	September	Feed Back of Library			Librarian & Team	Report should be submit to Principal
1	October	Course exit feedback survey & facility feedback survey	First week of October 2018			Program owner
2	October	Progressive Theory Test [PTT] -2	AS per MSBTE 08 Oct to 10 Oct 2018		PTT In charge	
3	October	Preliminary EXAM	15 Oct to 20 Oct 2018		PTT In charge	
4	October	Industrial ,Internship /Training / other activity Documents submission to T&P	-		H.O.D's	As per EAMC Requirement
5	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	
6	November	Practical Exam	As per MSBTE		Practical In charge	
7	November	Orientation (Awareness) Of Exam & RAC for Staff	As per MSBTE			
8	November	Winter Theory Exam 2018	As per MSBTE		COE	As per MSBTE
9	November	RAC Winter 2018	As per MSBTE		RAC Officer In-charge	
10	November	Departmental ISO AUDIT & IAMC Report	Second week of November		HOD & IAMC Co-ordinator	
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1	December	Commencement Of Even Semester	11 th December 2018		Institute	
2	December	Social Activity (Blood Donation /Tree Plantation)	2 nd Week of December18		Event Coordinator & Principal	
3	December	Skill development program on Industrial Automation		3 rd year 4 th Dec to 16 th Dec 2018	Abdullah chaudhary	
4	December	Alumni Meet 2018	Last week of December 18		Alumni coordinator Ali hasan	
5	January	Declaration of Result	Second Week of January 2019		MSBTE	

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

Imran Rajwani

Md Rashid

Shaikh Arif

Mr .Ramjan Khatik

Academic Coordinator

(HOD)

Principal