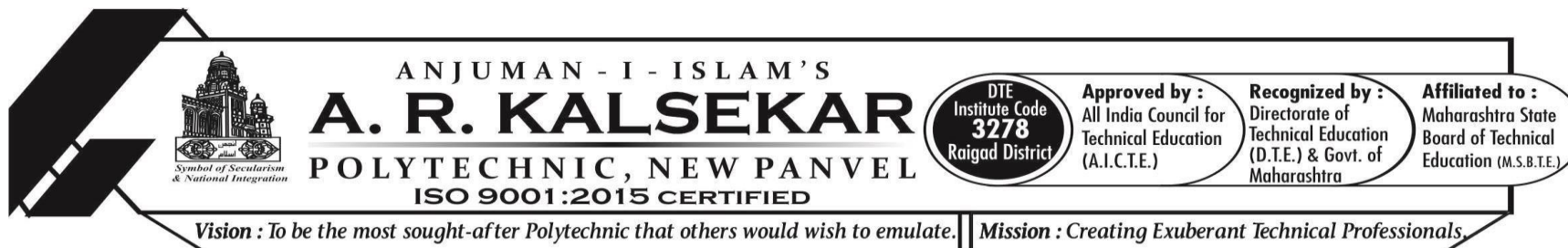


## EXTC Department level Even Semester Academic Calendar 2019-20 for 0569

Sr. No.	Activities	1 <sup>ST</sup> Year	2 <sup>ND</sup> , 3 <sup>RD</sup> Year	Responsible Person	Remark
<b>December 2019</b>					
1	Duration of Semester	10 <sup>th</sup> Dec. 2019 to 27 March 2020		All	16 Weeks
2	PLC & Scada workshop	9 <sup>th</sup> Dec 2019 to 14 <sup>th</sup> Dec 2019		Shaikh Arif	1 week
3	Departmental TP/LP Audit	18 <sup>th</sup> & 19 <sup>th</sup> Dec 2019		IMC	
4	Meeting of CR with Principal	16 <sup>th</sup> Dec. 2019		Academic Coordinator	
5	Meeting with HOD's, A.C. & Principal Based on CR's Feed back	3 <sup>rd</sup> Week of Dec-2019		Academic Coordinator	
6	Faculty & staff orientation by Principal	21 <sup>st</sup> Dec - 2019		Registrar	
7	Library Orientation	10 <sup>th</sup> to 20 <sup>th</sup> Dec. 2019		Librarian & Team	
8	Department level meeting with Staff and GFM	Dept. level		H.O.D's	After Every 15 Days
9	Sports Week	4 <sup>th</sup> week of December 2019		Sports Coordinator & Team	
10	Online industrial Training registration	16 <sup>th</sup> December 2019		H.O.D's And Class coordinator	




## EXTC Department level Even Semester Academic Calendar 2019-20 for 0569

Sr. No.	Activities	1 <sup>ST</sup> Year	2 <sup>ND</sup> , 3 <sup>RD</sup> Year	Responsible Person	Remark
11	Calendar distribution 2020		2 <sup>nd</sup> & 3 <sup>rd</sup> Week Dec. 2019	H.O.D & Advertisement Controller	
12	Mock IAMC		3 <sup>rd</sup> Week of Dec. 2019	All IAMC Members	
13	School Visit/Wprkshop		November 2019 to Feb. 2020	Advertisement Controller	
14	Career Guidance for SSC Students (Under MSBTE)		Dec. – 2018 <b>OR</b> Jan. – 2020	Advertisement Controller	
15	EOA		As per AICTE	AICTE Coordinator	
<b>January 2020</b>					
1	Alumina Meet		First Week of Jan. 2020	Alumina Controller	
2	Verbal Feedback		First Week of Jan. 2020	H.O.D	
3	Social Activity: Blood Donation & Health Check-up		First Week of Jan. 2020	Cultural Team	
4	Review of ISO procedure		1 <sup>st</sup> week of Jan. 2020	ISO MR & JMR	

Academic coordinator (0569)

Academic coordinator (1608)

Principal



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**A. R. KALSEKAR**  
**POLYTECHNIC, NEW PANVEL**  
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**3278**  
 Raigad District

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### EXTC Department level Even Semester Academic Calendar 2019-20 for 0569

Sr. No.	Activities	1 <sup>ST</sup> Year	2 <sup>ND</sup> , 3 <sup>RD</sup> Year	Responsible Person	Remark
5	Declaration of Winter-2019 Result	Second Week of Jan - 2020		MSBTE	
6	Result Analysis of Winter 2019	Jan 3 <sup>rd</sup> Week 2020		All H.O.D's	Report should be submit to Principal
7	Photo copy & Verification	Jan 3 <sup>rd</sup> Week 2020		Exam Controller	
8	Staff feedback – 1	15 <sup>th</sup> to 17 <sup>th</sup> Jan 2020.		HOD's & Coordinator	
9	Meeting of CR with Principal	23 <sup>rd</sup> Jan 2020		Academic Coordinator	
10	Meeting with HOD's, A.C. & Principal Based on CR's Feed back	24 <sup>th</sup> Jan. 2020		Academic Coordinator	
11	Improvement Test	As per Teaching Plan		Subject Teacher	Record should be CIAAN
12	Republic Day	26 <sup>th</sup> Jan 2020		Cultural Coordinator & Team	
13	Exam Form Filling Date Without fine (With Normal Fees)	23rd Jan – 1 <sup>st</sup> Feb 2020		All Clerk	

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## EXTC Department level Even Semester Academic Calendar 2019-20 for 0569


Sr. No.	Activities	1 <sup>ST</sup> Year	2 <sup>ND</sup> , 3 <sup>RD</sup> Year	Responsible Person	Remark
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<b>February 2020</b>					
1	IAMC	1 <sup>st</sup> Week of Feb 2020		Academic Coordinator	
2	PTT-1	5 <sup>th</sup> to 7 <sup>th</sup> Feb 2020 as per MSBTE		PTT In-charge	
3	Workshop for second and third year	7 <sup>th</sup> Feb – 10 <sup>th</sup> Feb 2020		Muslim Rangwala & Khan Aadil	
4	Exam form filling Date with Fine Rs.200/-	7 <sup>th</sup> Feb – 10 <sup>th</sup> Feb 2020		Dept. Clerk	
5	Exam form filling Date with Fine Rs.1500/-	12 <sup>th</sup> Feb – 14 <sup>th</sup> Feb 2020		Dept. Clerk	
6	Open House (Parent Meet) / Felicitation of Star Performer Students and Faculties	3 <sup>rd</sup> Week of Feb 2020		All HOD's & Cultural Team	
7	EAMC	4 <sup>th</sup> Week of Feb 2020		All	
8	Career Guidance and EDP	Department level		TPO / HODs	
9	Internal Audit ISO	4 <sup>th</sup> Week of Feb 2020		ISO MR & JMR	

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## EXTC Department level Even Semester Academic Calendar 2019-20 for 0569

Sr. No.	Activities	1 <sup>ST</sup> Year	2 <sup>ND</sup> , 3 <sup>RD</sup> Year	Responsible Person	Remark
10	Final Year Project Completion	Last week of Feb. 2020		Project Controller	
11	Alumina Data collection	Last week of Feb. 2020		Dept. Clerk	
<b>March 2020</b>					
1	Placement Data collection	1 <sup>st</sup> Week of March 2020		Dept. Clerk & TPO	
2	Tech –Era State level Project Exhibition/ Inter college Project Exhibition	2 <sup>nd</sup> Week of March 2020		Project Controller	
3	PTT-2	25 <sup>th</sup> – 27 <sup>th</sup> March 2020 as per MSBTE		PTT In-charge	
4	Farewell	Department level		H.O.D's	
5	NOC & Hall Ticket Distribution	25 <sup>th</sup> March – 27 <sup>th</sup> March 2020		All Subject Teachers & Clerks	
6	Practical Exam	31 <sup>st</sup> March – 09 <sup>th</sup> April 2020		Practical Exam In-charge & HOD's	
7	HOD confirmation of mark sheets	On or before April 11, 2020		HOD's	

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### EXTC Department level Even Semester Academic Calendar 2019-20 for 0569


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<b>April 2020</b>					
1	Faculty / Staff Appraisal Submission	2 <sup>nd</sup> Week of April 2020		HOD's & Admin.	
2	Departmental Stock Verification	2 <sup>nd</sup> Week of April-2020		Store In-charge and All Dept.	
3	Preparation Leave for Students	10 <sup>th</sup> April – 15 <sup>th</sup> April 2020		All	
4	Summer 2020 Theory Exam	16 <sup>th</sup> April – 7 <sup>th</sup> May 2020		As Per MSBTE	
5	Industrial training after IV semester for I-scheme candidates.	6 Weeks after completion of 4 <sup>th</sup> semester examination.		HOD's	
6	Advertisement	April to July 2020		Advertisement Controller	
7	Admission	May to August 2020		Admission Controller	

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<b>May – June 2020</b>					
1	Expected EAMC Result	May First Week		MSBTE	
2	Summer vacation	May 2020 (tentative)		Principal	
3	Result declaration of Summer 2020	June Second Week 2020		MSBTE	
4	Commencement of Next Odd Semester 2020	17 <sup>th</sup> June 2020(Wednesday )		Institute & MSBTE	
<b>Note: Expert talk and Industrial Visit will be arranged as per the date given by expert and Industry</b>					

Note: National & social holiday as per central government /state government and statutory Bodies.