

EXTC Department level Odd Semester Academic Calendar 2019-2020

June 2019					
Sr no.	Activities	1 st Year	2 nd , 3 rd Year	Responsible Person	Remark
1	Yoga Day celebration	21 st June		Zahir Sir	
2	Faculty and Staff "Orientation program" with Chairmen & Principal	24 th June 2019		Registrar	
3	Mock IAMC	1 week of July		Academic Coordinator	
4	Commencement Of Semester & Registration of II-III year	26 th June 2019		Institute /Department	
July 2019					
Sr no.	Activities	1 st Year	2 nd , 3 rd Year	Responsible Person	Remark
1	Social Activity VANMAHATSAV	1 st July		Institute	Event Coordinator
2	Induction program for Newly Joined Staff	1 st Week of July 2019		Academic Coordinator	
3	Commencement Of First Year	*1 st July 2019		MSBTE/ DTE	*(Commencement of term as per the date specified by admission authority)
4	Skill development workshop on PLC /SCAD	2 ND Week of July		Think Lab Coordinator	
5	Staff Feedback "Verbal"	3 rd week of July 2019	1 st week of July 2019	All HOD's	
6	Counselling for "Dropped out Students" by counsellor	1 st week of July 2019		Abdul Nadeem sir	

Academic Coordinator (0569)

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7	Career Guidance/orientation program for final year & second year Students	2 nd Week of July 2019		TPO/ Department	
8	Industrial visit		Department level	All HOD's & Class coordinator	As per MSBTE requirement
9	Experts Lectures		Department level	All HOD's & Class coordinator	As per MSBTE requirement
10	Improvement Test	After completion of every 20% Syllabus		Subject Teacher	
11	Personality Development for 3 rd Year	2 nd -3 rd Week July 2019		TPO	
12	Display of 1 st Month Attendance list on Departmental Notice board	3 rd Date of every month		All HOD's & Class coordinator	
13	Parent Meet for 2 nd Year & 3 rd Year	29 th July 2019		Event Co-ordinator	
14	Staff Feedback written	13 th 14 th Aug 2019	30 th to 31 st July 2019	All HOD's	Report should be submitted to Principal
15	CR meet 1 with principal & Academic Coordinator		31 st July 2019	Academic Coordinator	
16	2 nd & 3 rd Year Students Induction Program with Chairman and Principal	July last Week		All HOD's	
17	Presentation of student attended Inplant Training in Summer Vacation	July last Week		All Mentor Faculty	
August 2019					
Sr no.	Activities	1 st Year	2 nd , 3 rd Year	Responsible Person	Remark
1	Orientation of Library	1 st & 2 nd week of August	2 nd & 3 rd week of July 2019	Librarian	
2	National Activity Flag Hosting	15 th Aug 2019		Event Coordinator & Principal	

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3	Progressive Theory Test [PTT] -1	21 st to 23 rd August 2019 (2 nd , 3 rd Year)		Departmental PTT incharge	
4	First year "Parent Orientation" with Chairman & Principal	31 st August 2019		All HOD's	
5	Direct 2 nd year "Parent Orientation" with Chairman & Principal		31 st August 2019	All HOD's	
6	Merit list Submission & Verification @ MSBTE & DTE	As per DTE & MSBTE Schedule		Admission Coordinator	Verified Merit List Should Distributed Among All Dept.
7	EDP	Last Week of August 2019		EDP controller	
8	ISO Internal Audit & NBA Review	Last week of August 2019		ISO MR & JMR & NBA controller	

September 2019

Sr no.	Activities	1 st Year	2 nd , 3 rd Year	Responsible Person	Remark
1	DTE Scholarship form filling & Scrutiny	In Sept.		Scholarship Coordinator	
2	Progressive Theory Test [PTT] -1	28 th to 30 th August 2019 (1 st year)		PTT Coordinator	
3	Celebration of Engineers Day	5 th September		ISTE Coordinator	
4	IAMC	1 st Sept week		IAMC Team	
5	EAMC	3 rd week of Sept		Academic coordinator, HOD's, Principal.	If applicable

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6	Exam Form Filling Date Without Fine	13 th Aug 02 nd sept 2019	Dept. Clerk	
7	Institute form filling and Confirmation	13 th Aug 03 rd sept 2019	Dept. Clerk	
8	Exam Form Filling Date With Fine Rs. 200/-	7 th Sept to 10 th Sept 2019	Dept. Clerk	
9	Institute form filling and Confirmation	7 th Sept to 11 th Sept 2019	Dept. Clerk	
10	Exam Form Filling Date With Fine Rs. 1500/- Institute Confirmation RBTE Confirmation	12 th Sept to 14 th Sept 2019	Dept. Clerk	
11	Institute form filling and Confirmation	12 th Sept to 15 th Sept 2019	Dept. Clerk	
12	Examination Induction Program for Faculty and Staff Winter 2019	19 th Oct 2019	EC Controller	

October 2019					
Sr no.	Activities	1 st Year	2 nd , 3 rd Year	Responsible Person	Remark
1	Progressive Theory Test [PTT] -2	14 th to 16 th Oct 2019	9 th to 11 th Oct 2019	PTT Coordinator	
2	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	
3	Practical Exam	18 th Oct. to 24 th Oct. 2019	14 th to 22 th Oct. 2019	Practical Exam Coordinator	
4	Micro Project exhibition	14 th to 22 th Oct. 2019	14 th to 22 th Oct. 2019	All Course Owner	

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5	HOD Confirmation of Mark sheet	On or before 25 th Oct. 2019	On or before 24 th Oct. 2019	H.O.D's	
6	Industrial Internship /Training / other activity Documents submission to T&P	Winter vacation		H.O.D's	

November 2019					
Sr no.	Activities	1 st Year	2 nd , 3 rd Year	Responsible Person	Remark
1	Stock Verification	1 st week of November 2019		Store In-charge	
2	Winter Break	25 th to 29 th November 2019		PRINCIPAL	As per MSBTE Academic calendar
3	Winter Theory Exam 2019	14 th Nov to 05 th Dec 2019		MSBTE	
4	RAC Winter 2019	20 th Nov to 15 th Dec 2019		RAC Officer In-charge	
5	Commencement Of Semester & Registration of II-III year	9 th December 2019		Institute	

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