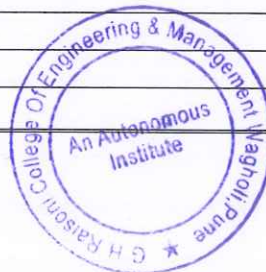


SN	Month	Activity	Scheduled Dates TE, BE and TY MCA
1	May	Workload distribution, requirement planning and stationary/equipment requirement	28/4/2017
2		Updation/Review of NBA/NAAC documents	02/05/2017
3		Departmental portfolio - Class teachers, Project coordinator, Teacher guardians and other activity In-charges	03/05/2017
4		Physical verification of stock (Laboratory/workshop/furniture/equipment/computer / Library)	04-05/05/2017
5		Preparation of Time Table and departmental planning	15/5/2017
6		Last dates for submission of purchase of books / equipment etc.	16/5/2017
7		Preparation of lab manuals, course files etc. and R & D Targets planning	31/5/2017
8	June	HOD meeting for review of dept. activity	7/6/2017
9		Start of classes –Sem. I	15/6/2017
10		Schedule of GHRAHE training: a) Induction b) Workshop	17/6/2017
11		Review of academic load and faculty recruitment	19/6/2017
12		Preparation of students list & attendance record, AIMS – entry of database	20/6/2017
13		Display of time-table, Submission of lecture plan, practical plan, question bank and lab manual Data entry in AIMS database (Internal Academic Verification)	22/6/2017
14		Verification of class rooms, laboratories/trail experiment	26/6/2017
15	July	Declaration of SPPU results	As per SPPU
16		HOD meeting for review of dept. activity	5/7/2017
17		Formation of project groups/ seminars / submission of synopsis	6/7/2017
18		HOD meeting for review of dept. activities	12/7/2017
19		Updation & review of students list dept.-wise	12/7/2017
20		Audit-1	12-15/7/2017
21		HOD meeting for review of dept. activities	20/7/2017
22		Progress Seminar – 1 Review (UG/PG)	21/7/2017
23		Compilation of TG's/Mentor Mentee Scheme	25/7/2017
24		Audit Course review	26/7/2017
25		Dept. PTM/Alumini meets/DIAB	31/7/2017
26		Monthly attendance compilation & AIMS / Academic diary Review/R&D	31/7/2017
27	August	In-SEM Exam	3/8/2017
28		Audit-2	7-9/8/2017
29		HOD meeting for review of dept. activities	9/8/2017
30		Monthly - journal/reports submission, review of parents letters, Student Feedback	10/8/2017
31		HOD meeting to review attendance /AIMS/activities / Academic diary	23/8/2017
32		Progress Seminar – II Review	25/8/2017
33		Compilation of TG's/Mentor Mentee Scheme	25/8/2017
34		Review of Activities / syllabus coverage	30/8/2017
35		Monthly attendance compilation & AIMS / Academic diary Review/R&D	31/8/2017
36	Sept	HOD meeting for review of dept. activities	6/9/2017
37		Monthly - journal/reports submission, parents letters, Student Feedback AIMS	7/9/2017
38		HOD meeting to review feedback/mid sem result	20/9/2017
39		Exam Time table display (online/offline)	20/9/2017
40		Planning for syllabus coverage/critical subjects	21/9/2017
41		Progress Seminar – III Review (UG/PG)	22/9/2017
42		Mid Sem examination	25-26/9/2017
43		Compilation of TG's/Mentor Mentee Scheme	25/9/2017
44		Audit Course review	28/9/2017





SN	Month	Activity	Scheduled Dates TE, BE and TY MCA
45	Sept	Monthly attendance compilation & AIMS entry/ Academic / R & D Review	30/9/2017
46		Dept. PTM/Alumni meets-1	30/9/2017
47	Oct	Provisional detention list & HOD meeting to review academics	4/10/2017
48		End of classes	18/10/2017
49	Nov/Dec	Central GB meeting	23/11/2017
50		Oral/Practical/Seminar Exam	24/10/2017 to 09/11/2017
51		Theory Exam	14/11/2017 to 11/12/2017
52		Start of the SEM – II	4/12/2017

	May					June					July					August					September					October					November					December				
Mon	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25					
Tue	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26					
Wed	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27					
Thu	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28					
Fri	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29					
Sat	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30					
Sun	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31					
Week	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	6	1	2	3	4	5	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	

List of holidays: 26/6/2017 (Ramzan Id), 15/8/2017 (Independence Day), 25/8/2017 (Ganesh Chaturthi), 30/9/2017 (Dasara), 20/10/2017 (Diwali (Balipratipada), 4/11/2017 (Guru Nanak Jayanti)


Dr. R. R. Arakerimath
Dean Academics


Dr. R. S. Bichkar
Dean R&D


Dr. J. B. Sankpal
Director GHRCEM

Director

G.H. Raisoni College of Engineering & Management
(An Autonomous Institute)
Wagholi, Pune

