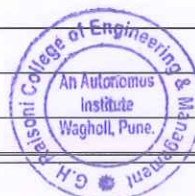


SN	Months	Academic Calendar – Activity	Scheduled Dates B.E.
1	May-2018	Dept portfolio - Class teachers, Project coordinator, Teacher guardians and other activity in-charges	21/05/2018
2		Workload distribution, requirement planning and stationary/equipment requirement	25/05/2018
3		Preparation of Time Table and departmental planning and faculty recruitment	28/05/2018
4		All Calendar finalization	31/05/2018
5	June-2018	DIAB/R&D Review Meeting	11/06/2018
6		Preparation of lab manuals, course files etc. and R&D Targets planning	12/06/2018
7		Display of time-table, submission of lecture plan, practical plan, question bank and lab manual data entry in AIMS database (Internal Academic Verification)	13/06/2018
8		Preparation of students list & attendance record, AIMS – entry of database	14/06/2018
9		Start of Classes (Sem – I)	15/06/2018
10		HOD meeting for review of dept. activity	20/06/2018
11		Formation of project groups/ seminars / submission of synopsis	21/06/2018
12		Updation & review of student list department wise.	22/06/2018
13		Departmental Activity Report Submission	26/06/2018
14		AIMS/Academic dairy Review/R&D	27/06/2018
15		Compilation of TGs Reports /Mentor Mentee Scheme	30/06/2018
16	July – 2018	HOD meeting for review of dept. activity	02/07/2018
17		Internal Audit - 1 a) Monthly academic monitoring report by Faculty	02/07/2018
18		Internal Audit - 1 b) Compilation of monthly academic monitoring report by Faculty and submit to HOD	04/07/2018
19		Monthly- Journal/reports submission, review of parents letters	05/07/2018
20		Internal Audit - 1 c) Submission of monthly academic report by HOD to Director	06/07/2018
21		Dept . PTM/Alumina meets-1	14/07/2018
22		Result Declaration	As Per University
23		Monthly attendance compilation & AIMS/Academic dairy Review/R&D	19/07/2018
24		HOD meeting for review of dept. activities	20/07/2018
25		Departmental Activity Report Submission	26/07/2018
26		Students Feedback – I	27/07/2018-31/07/2018
27		Compilation of TGs Reports /Mentor Mentee Scheme	30/07/2018
28	Aug - 2018	Internal Audit - 2 a) Monthly academic monitoring report by Faculty	02/08/2018
29		Internal Audit - 2 b) Compilation of monthly academic monitoring report by Faculty and submit to HOD	04/08/2018
30		Submission of parents letters	04/08/2018
31		HOD meeting for review of dept. activities and review on feedback	04/08/2018
32		Internal Audit - 2 c) Submission of monthly academic report by HOD to Director	06/08/2018
33		Monthly attendance compilation & AIMS/ Academic diary Review/R&D and letters to parents	19/08/2018
34		In-Sem Examination	As Per University
35		HOD meeting for review of dept. activities	20/08/2018
36		Departmental Activity Report Submission	27/08/2018
37		Audit Course review	29/08/2018
38	Compilation of TGs/ Mentor Mentee Scheme	30/08/2018	



SN	Months	Autonomy Academic Calendar – Activity	Scheduled Dates B.E./T.Y.(MCA)
39	Sept - 2018	Internal Audit -3 a) Monthly academic monitoring report by Faculty	03/09/2018
40		Internal Audit -3 b) Compilation of monthly academic monitoring report by Faculty and submit to HOD	04/09/2018
41		Submission of parents letters	04/09/2018
42		Internal Audit -3 c) Submission of monthly academic report by HOD to Director	06/09/2018
43		HOD meeting for review of dept. activities	07/09/2018
44		Monthly attendance compilation & AIMS / Academic diary Review/R&D	19/09/2018
45		HOD meeting for review of dept. activities	20/09/2018
46		Monthly - journal/ reports submission, review of parents letters	25/09/2018
47		Review of Student activities and Professional society/ Syllabus coverage	26/09/2018
48		Governing Body Meeting	As per management decision
49	Departmental Activity Report Submission	26/09/2018	
50	Compilation of TGs/ Mentor Mentee Scheme	29/09/2018	
51	Oct - 2018	Internal Audit - 4 a) Monthly academic monitoring report by Faculty	03/10/2018
52		Internal Audit - 4 b) Compilation of monthly attendance and academic monitoring report by Faculty and submit to HOD	04/10/2018
53		HOD meeting for review of dept. activities	04/10/2018
54		Planning for Syllabus coverage/critical subjects and journal submissions	05/10/2018
55		Internal Audit - 4 c) Submission of monthly academic report by HOD to Director	06/10/2018
56		Dept PTM/Alumina meets-2	06/10/2018
57		Students Feedback – II	05-06/10/2018
58		End of classes (SEM II)	08/10/2018
59		HOD meeting to review feedback	10/10/2018
60		Review of Practical and Extra activities	26/10/2018
61	Departmental Activity Report Submission	26/10/2018	
62	Departmental Stock Verification and requirement planning	30/10/2018	
63	Nov - 2018	ESE Theory Exam	As per SPPU
64		Oral/Practical, Seminar, Project Presentation, Submission ESE	As per SPPU
65		Departmental Activity Report Submission	26/11/2018
66	Dec - 2018	Review of Theory exams and planning for next semester	28/11/2018
67		Start of SEM II	17/12/2018

List of holidays: 16/06/18 (Ramjan-Id), 15/11/18 (Independence Day), 17/08/18 (Parsi New Year), 26/08/18 (Raksha Bandhan), 13/09/18 (Ganesh Chaturthi), 20/09/18 (Moharum), 23/09/18 (Ganesh Visarjan), 02/10/18 (Gandhi Jayanti), 8/10/18 (Pitru Moksha Amavasya), 18/10/18 (Dasara), 07/11/2018 (Diwali Laxmi Pujan), 08/11/2018 (Diwali Balipratipada), 09/11/2018 (Diwali Bhaubij), 23/11/2018 (Guru Nanak Jayanti), 26/12/2018 (Christmas)

	June					July					August					September					October					November					December										
Mon	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									
Tue	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										
Wed	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									
Thu	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								
Fri	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								
Sat	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						
Sun	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						
Week	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	6

Dr. R. R. Arakerimath
HOD, Mechanical

Mr. Pravin Matte
Dean Academics

Dr. Vaibhav Hendre
Incharge Director

