



PIMPRI CHINCHWAD EDUCATION TRUST'S
Pimpri Chinchwad college of Engineering & Research Ravet,
Pune



Academic Year: 2022-23
Term - I

Department Event Calendar

Record No.:
ACAD/R/03-A

Date: 01/11/2022

Department: Department of First Year Engineering

Mo nth	Day	Date	Activities	Responsible Person	Conducted On
November 2022	Fri	04/11/2022	Department Meeting (HOD and Dept Faculties)	HOD (TBG)	
	Fri	04/11/2022	Meeting of Course Faculties with Course Coordinators	Course Coordinator	
	Mon	07/11/2022	Review Meeting	HOD (TBG)	
	Mon	07/11/2022	Meeting of Mentor In-charge with Mentor Faculties	Mentor Incharge (MHD)	
	Mon to Wed	07/11/2022 to 09/11/2022	Update Notice Board and Web site (communicate information to stakeholders)	Notice Board Incharge (SLV)	
	Tue to Sat	08/11/2022 to 12/11/2022	HOD & Faculty Presentation & Lab Visit	HOD (TBG)	
	Mon to Sat	14/11/2022 to 19/11/2022	Course File Verification - I	DAC (SAP)	
	Tue to Sat	15/11/2022 to 19/11/2022	Induction Program	Induction Program Coordinator (PBO)	
	Mon	21/11/2022	Commencement of Teaching	HOD (TBG)	
	Thu	17/11/2022	First Day Non-Reporting Student List	Class Teachers & DAC (SAP)	
	Mon to Thu	28/11/2022 to 01/12/2022	Mentor - Student Meet - I	All Mentors	
December 2022	Thu	01/12/2022	Defaulter Students List - I	Class Teachers & DAC (SAP)	
	Fri	02/12/2022	A Meeting by Dept Mentor In-charge - I	Mentor Incharge (MHD)	
	Mon to Fri	19/12/2022 to 23/12/2022	Unit Test - I	Internal Exam Incharge (PBO & MMS)	
	Sun	25/12/2022	Christmas Holiday		
	Mon to Fri	26/12/2022 to 30/12/2022	Remedial Activities/Corrective Actions & Re-Test - I	DAC (SAP), Internal Exam Incharge (PBO & MMS)	
	Mon to Fri	26/12/2022 to 30/12/2022	SPPU In Sem Exam	Exam Section	
	Mon to Fri	26/12/2022 to 30/12/2022	Course File Verification- II	DAC (SAP)	
	Wed to Thu	28/12/2022 to 29/12/2022	Feedback - I	Feedback Incharge (AAM)	
January 2023	Fri	30/12/2022	ARM- I	HOD (TBG), DAC (SAP)	
	Mon	02/01/2023	Defaulter Students List - II	Class Teachers	
	Mon to Thu	02/01/2023 to 05/01/2023	Letters to the Parent - I	Mentor Incharge (MHD)	
	Mon to Thu	02/01/2023 to 05/01/2023	Mentor - Student Meet - II	All Mentors	
	Fri	06/01/2023	A Meeting by Dept Mentor In-charge - II	Mentor Incharge (MHD)	
	Sat	14/01/2023	Parents Meet	Mentor Incharge (MHD)	

Month	Day	Date	Activities	Responsible Person	Conducted On
Jan 2023	Thu	26/01/2023	Republic Day		
	Mon to Tue	30/01/2023 to 31/01/2023	Letters to the Parent – II	Mentor In-charge (MHD)	
	Mon to Fri	30/01/2023 to 03/02/2023	END Term Assessment	Class Teachers	
February 2023	Wed	01/02/2023	Defaulter List - III	Class Teachers	
	Thu	02/02/2023	ARM- II	HOD (TBG), DAC (SAP)	
	Mon to Thu	06/02/2023 to 09/02/2023	Mentor - Student Meet - III	All Mentors	
	Wed to Fri	08/02/2023 to 10/02/2023	Feedback-II	Feedback In-charge (AAM)	
	Fri	10/02/2023	A Meeting by Dept Mentor In-charge - III	Mentor Incharge (MHD)	
	Fri	10/02/2023	Conclusion of Teaching		
	Mon	13/02/2023	Defaulter List - IV	Class Teachers	
	Mon to Fri	13/02/2023 to 17/02/2023	Crash Course	All Faculties	
	Mon	20/02/2023	Final Detention List	HOD (TBG)	
	Mon to Fri	20/02/2023 to 24/02/2023	Prelim Exam	Internal Exam In-charge (PBO & MMS)	
	Thu to Sat	23/02/2023 to 25/02/2023	E-magazine of Semester By In-charge	E-magazine In-charge (SSB)	
	Fri to Sat	24/02/2023 to 25/02/2023	Compliance Sheet Issue	HOD (TBG)	
	Fri to Tue	24/02/2023 to 28/02/2023	Remedial Activities/Corrective Actions	DAC (SAP)	
	Tue to Thu	28/02/2023 to 02/03/2023	Term Work Marks Submission	Term Work Marks Coordinator (RNP)	
March 2023	Wed	01/03/2023	Mahashivratri Holiday		
	Thu to Fri	02/03/2023 to 03/03/2023	Course File Verification - III	DAC (SAP)	
	Fri	03/03/2023	Final Term Work Marks	Term Work Marks Coordinator (RNP)	
	Mon	06/03/2023	ARM III & Semester End Review Meeting	HOD (TBG), DAC (SAP)	
	Mon	06/03/2023 Onwards	SPPU End Semester Examination		

Working days^s AY-2022-23 Term I:

Month	Nov -2021	Dec -2022	Jan -2022	Feb -2022	Total Working Days
No. of Working Days	08	25	23	08	64
Commencement of teaching: -		21/11/2022		Conclusion of teaching: -	10/02/2023

^sWorking Saturdays were considered. *Tentative Schedule may change as per SPPU exam Schedule.

Note: 1) Any changes in Academic and activity Calendar shall be informed separately

2) **Principal Meet (ARM) will be Conducted once in a Month**

3) HODs meet with dept Faculties at-least twice in Month and as per required.

4) Holiday on 1st and 3rd Saturday of every month.



Prof. Shital Anant Patil
Department Academic Co-ordinator



Prof. Tushar B. Gaikwad
Head of the Department