Academic Year: 2020-21	Department Event Calendar	Term - II

Date: 07/05/2021

Department: Department of First Year Engineering

Month	Day	Date	Activities	Responsible Person	Conducted On
May- 2021	Mon	10/05/2021	Department Meeting (HOD and Dept Faculties)	HOD (TBG)	
	Tue	11/05/2021	Meeting of Course Faculties with Course Coordinators	Course Coordinator	
	Tue	11/05/2021	Meeting of Mentor In-charge with Mentor Faculties	Mentor Incharge (MHD)	
	Wed	12/05/2021	Review Meeting	HOD (TBG)	
	Wed to Thu	12/05/2021 to 13/05/2021	Update Notice Board and Web site (communicate information to stakeholders)	Notice Board Incharge (SLV)	
	Wed to Mon	12/05/2021 to 17/05/2021	HOD & Faculty Presentation & Lab Visit	HOD (TBG)	
	Wed to Mon	12/05/2021 to 17/05/2021	Course File Verification - I	DAC (SAP)	
	Mon to Fri	17/05/2021 to 21/05/2021	**Induction Program & PBL Workshop**	Induction Program Coordinator (PBO & MHD)	
	Tue	18/05/2021	**Commencement of Teaching**		
	Tue	18/05/2021	First Day Non-Reporting Student List	DAC (SAP)	
	Tue	18/05/2021	Course File Verification Report - I	DAC (SAP)	
	Mon to Fri	24/05/2021 to 28/05/2021	Mentor - Student Meet - I	All Mentors	
	Mon	31/05/2021	A Meeting by Dept Mentor In-charge - I	Mentor Incharge (MHD)	
June - 2021	Tue	01/06/2021	Defaulter Students List - I	Class Teachers	
	Mon to Fri	21/06/2021 to 25/06/2021	**Unit Test - I**	Internal Exam Incharge (PBO & MMS)	
	Wed	16/06/2021	Defaulter Students List – II	Class Teachers	
	Wed	16/06/2021	Monthly E-magazine By In-charge	E-magazine Incharge (SSB)	
	Mon to Wed	21/06/2021 to 23/06/2021	Mentor - Student Meet – II	All Mentors	
	Thu	24/06/2021	A Meeting by Dept Mentor In-charge - II	Mentor Incharge (MHD)	
	Fri to Thu	25/06/2021 to 01/07/2021	**Remedial Activities/Corrective Actions & Re-Test – I**	DAC (SAP)	
	Sat	26/06/2021	Parents Meet	Mentor Incharge (MHD)	
	Mon to Fri	28/06/2021 to 02/07/2021	**SPPU In Sem Exam**	Exam Section	
	Mon to Thu	28/06/2021 to 01/07/2021	Course File Verification- II	DAC (SAP)	
	Mon to Thu	28/06/2021 to 30/06/2021	**Letters to the Parent - I**	Mentor Incharge (MHD)	
	Tue	29/06/2021	**ARM- I**	HOD (TBG), DAC (SAP)	
July – 2021	Thu to Fri	01/07/2021 to 02/07/2021	**FEEDBACK - I**	Feedback Incharge (AAM)	
	Thu to Fri	01/07/2021 to 02/07/2021	**MID Term Assessment**	Class Teachers	
	Thu	01/07/2021	Defaulter students List - III	Class Teachers	
	Fri	02/07/2021	Course File Verification Report - II	DAC (SAP)	

Mon to Fri	05/07/2021 to 09/07/2021	**MID Term Work Marks Submission**	Term Work Marks Coordinator (RNP)	
Fri	16/07/2021	Defaulter Students List – IV	Class Teachers	
Fri	16/07/2021	Monthly E-magazine By In-charge	E-magazine Incharge (SSB)	
Mon to Fri	19/07/2021 to 23/07/2021	**END Term Assessment**	Class Teachers	
Mon to Tue	19/07/2021 to 20/07/2021	Mentor - Student Meet – III	All Mentors	
Tue	20/07/2021	**ARM- II**	HOD (TBG), DAC (SAP)	
Fri	23/07/2021	**Conclusion of Teaching**		
Sat to Thu	24/07/2021 to 29/07/2021	**Crash Course**	All Faculties	
Tue	26/07/2021	A Meeting by Dept Mentor In-charge - III	Mentor In-charge (MHD)	
Mon to Wed	26/07/2021 to 28/07/2021	**Letters to the Parent – II**	Mentor In-charge (MHD)	
Mon to Fri	26/07/2021 to 30/07/2021	**Prelim Exam**	Internal Exam In-charge (PBO & AAM)	
Thu to Fri	29/07/2021 to 30/07/2021	**Feedback-II**	Feedback In-charge (AAM)	
Fri to Thu	30/07/2021 to 05/08/2021	**Remedial Activities/Corrective Actions**	DAC (SAP)	
	Mon	02/08/2021	E-magazine of Semester By In-charge	E-magazine In-charge (SSB)	
	Mon	02/08/2021	**Final Detention List**	HOD (TBG)	
	Mon	02/08/2021	Final meeting by Dept Mentor In-charge	Mentor In-charge (MHD)	
	Mon to Wed	02/08/2021 to 04/08/2021	**Term Work Marks Submission**	Term Work Marks Coordinator (RNP)	
August - 2021	Mon to Wed	02/08/2021 to 04/08/2021	Course File Verification - III	DAC (SAP)	
	Thu	05/08/2021	**Final Term Work Marks**	Term Work Marks Coordinator (RNP)	
	Thu	05/08/2021	Final Course File Verification Report - III	DAC (SAP)	
	Fri	06/08/2021	**ARM III & Semester End Review Meeting**	HOD (TBG), DAC (SAP)	
	Mon	09/08/2021 Onwards	**SPPU End Semester Examination**		

Working days$ AY-2020-21 Term II:

Month	May -2021	June -2021	July-2021	August-2021	Total working Days
No. of Working Days	10	24	17	00	51
Commencement of teaching: -	18/05/2021		**Conclusion of teaching: -**		23/07/2021

$*Working 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

Rev.: 00   Date: 03-12-2018