Department: Department of First Year Engineering

Month	Day	Date	Activities	Responsible Person (Activity In charge)
Dec - 2018	Fri	14/12/2018	Department meeting (HOD and Dept Faculties)	HOD (SKK)
	Tue	18/12/2018	Meeting of Course Faculties with course Coordinators	Course Coordinators
	Wed	19/12/2018	Meeting of Mentor In-charge with Mentor Faculties	Mentor In-charge (MHD)
	Mon	24/12/2018	Review meeting	HOD (SKK)
	Tue	25/12/2018	**Christmas Holiday**	
	Mon to Sat	17/12/2018 to 22/12/2018	Update Notice Board and Web site (communicate information to stakeholders)	Notice Board Coordinator (SLV)
	Wed	26/12/2018	HOD & Faculty Presentation & Lab Visit	HOD (SKK)
January - 2019	Tue	**01/01/2019**	**Commencement of Teaching**	HOD (SKK)
	Wed	02/01/2019	First Day Non-Reporting Student List	DAC (SAP)
	Mon to Wed	07/01/2019 to 09/01/2019	Course File Verification	HOD (SKK) & DAC (SAP)
	Fri	11/01/2019	Course File Verification Report	DAC (SAP)
	Mon to Fri	14/01/2019 to 18/01/2019	Mentor - Student Meet	Mentors In-charge (MHD)
	Wed	16/01/2019	Defaulter students List _ I	DAC (SAP)
	Mon	21/01/2019	A meeting by Dept Mentor In-charge	Mentor In-charge (MHD)
	Fri to Fri	25/01/2019 to 01/02/2019	**Unit Test - I**	Internal Exam In-charge(PBO), Result Analysis In-charge (MMS), DAC (SAP)
	Sat	26/01/2019	**Republic Day (Non- Teaching Day)**	
February - 2019	Fri	01/02/2019	Defaulter students List – II	DAC (SAP)
	Mon to Sat	04/02/2019 to 09/02/2019	**SPPU Online Phase – I**	University Exam Coordinator
	Mon to Sat	04/02/2019 to 09/02/2019	**FEEDBACK - I**	Feedback Coordinator (VPL)
	Mon to Sat	04/02/2019 to 09/02/2019	**Remedial Activities/Corrective actions & Re-Test – I**	DAC (SAP)
	Mon to Wed	04/02/2019 to 06/02/2019	Course File Verification- II	HOD (SKK) & DAC (SAP)
	Mon to Fri	04/02/2019 to 08/02/2019	**Letters to the Parent - I**	Mentor In-charge (MHD)
	Mon to Wed	04/02/2019 to 06/02/2019	Monthly E-magazine By In-charge	magazine In-charge (MMS)
	Fri	**08/02/2019**	**ARM- I**	HOD (SKK) & DAC (SAP)
	Fri to Sat	08/02/2019 to 09/02/2019	Course File Verification Report	DAC (SAP)
	Mon to Fri	11/02/2019 to 15/02/2019	**MID Term Assessment**	DAC (SAP)
	Sat	16/02/2019	Parents Meet	Mentor In-charge (MHD)
	Mon to Fri	18/02/2019 to 22/03/2019	**MID Term Work Marks Submission**	DAC (SAP)
	Mon	18/02/2019	Defaulter students List - III	DAC (SAP)
	Mon to Fri	18/02/2019 to 22/02/2019	Mentor - Student Meet – II	Mentor In-charge (MHD)

	Tue	19/02/2019	**Chhatrapati Shivaji Maharaj Jayanti Holiday**	
	Mon	25/02/2019	A meeting by Dept Mentor In-charge	Mentor In-charge (MHD)
March - 2019	Fri	01/03/2019	Defaulter students List – IV	DAC (SAP)
	Mon	04/03/2019	**Mahashivratri Holiday**	
	Tue to Mon	05/03/2019 to 11/03/2019	**SPPU Online Phase – II**	University Exam Coordinator
	Tue to Wed	05/03/2019 to 06/03/2019	Course File Verification - II	HOD & DAC (SAP)
	Tue to Fri	05/03/2019 to 08/03/2019	**Letters to the Parent – II**	Mentor In-charge (MHD)
	Tue to Thu	05/03/2019 to 07/03/2019	Monthly E-magazine By In-charge	magazine In-charge (MMS)
	Fri	**08/03/2019**	**ARM- II**	HOD (SKK) & DAC (SAP)
	Fri to Sat	08/03/2019 to 09/03/2019	Course File Verification Report - II	HOD (SKK) & DAC (SAP)
	Tue to Fri	12/03/2019 to 15/03/2019	Mentor - Student Meet	Mentor In-charge (MHD)
	Tue to Mon	12/03/2019 to 18/03/2019	**Unit Test - II**	Internal Exam In-charge(PBO), Result Analysis In-charge (MMS), DAC (SAP)
	Mon	18/03/2019	Defaulter students List –V	DAC (SAP)
	Mon	18/03/2019	A meeting by Dept Mentor In-charge	Mentor In-charge (MHD)
	Tue to Mon	19/03/2019 to 25/03/2019	**Remedial Activities/Corrective Action & Re-Test for Students**	DAC (SAP)
	Thu	21/03/2019	**Holi (2nd day) Holiday**	
	Mon to Sat	25/03/2019 to 30/03/2019	**END Term Assessment**	HOD & DAC (SAP)
April -2019	Mon	01/04/2019	Defaulter students List –VI	DAC (SAP)
	Mon to Fri	01/04/2019 to 05/04/2019	**Unit Test - III**	Internal Exam In-charge(PBO), Result Analysis In-charge (MMS), DAC (SAP)
	Fri	**05/04/2019**	**Conclusion of Teaching**	
	Mon	8/04/2019	Provisional Detention List	HOD (SKK) & DAC (SAP)
	Mon to Thu	08/04/2019 to 11/04/2019	**Crash Course**	HOD (SKK) & DAC (SAP)
	Mon to Mon	12/04/2019 to 22/04/2019	**Prelim Exam**	Internal Exam In-charge(PBO), Result Analysis In-charge (MMS), DAC (SAP)
	Mon to Thu	08/04/2019 to 11/04/2019	**Feedback-II**	Feedback Coordinator (VPL)
	Mon to Thu	15/04/2019 to 18/04/2019	E-magazine of Semester By In-charge	magazine In-charge (MMS)
	Mon	22/04/2019	Compliance Sheet issue	HOD
	Mon to Thu	22/04/2019 to 25/04/2019	**Term Work Marks Submission**	HOD (SKK)
	Tue to Thu	23/04/2019 to 25/04/2019	Course File Verification - III	HOD (SKK) & DAC (SAP)
	Fri	26/04/2019	Final Course File Verification Report	DAC (SAP)
	Fri	26/04/2019	Final meeting by Dept Mentor In-charge	Mentor In-charge (MHD)
	Fri	26/04/2019	**Final Detention List**	HOD (SKK) & DAC (SAP)
	Fri	26/04/2019	**Final Term Work Marks**	HOD (SKK)
	Mon	29/04/2019	**ARM - IV**	HOD (SKK) & DAC (SAP)
	Fri	03/05/2019	**Semester End Review Meeting**	HOD (SSK)

Working days^S AY-2018-19 SEM-II:

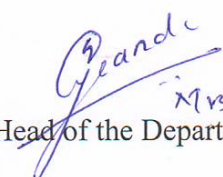| Month	Dec -18	Jan -19	Feb -19	Mar-19	Apr-19	Total working Days
No. of Working Days	00	24	15	16	09	64
Commencement of teaching: -	01/01/2019		**Conclusion of teaching: -**			05/04/2019

^{S}_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.
   5) Aptitude Course in Unit Test Time Table as additional subject.

S A. Patil

Department Academic Co-ordinator

Mrs Kanase.

Head of the Department