Department: Department of First Year Engineering

Month	Day	Date	Activities	Responsible Person (Event/Activity Incharge)	Conducted On
July - 2019	Sat	13/07/2019	Department meeting (HOD and Dept Faculties)	HOD	
	Tue	16/07/2019	Meeting of Course Faculties with course Coordinators	Course Coordinator	
	Wed	17/07/2019	Meeting of Mentor In-charge with Mentor Faculties	Mentor Incharge (MHD)	
	Thu	18/07/2019	Review meeting	HOD (SKK)	
August - 20	Fri to Sat	**02/08/2019 to 17/08/2019**	**Induction Program**	Induction Program coordinator (PBO)	
	Mon	05/08/2019	First Day Non-Reporting Student List	Class Teachers	
	Mon to Fri	05/08/2019 to 16/08/2019	Mentor - Student Meet - I	All Mentor	
	Tue to Thu	06/08/2019 to 08/08/2019	Update Notice Board and Web site (communicate information to stakeholders)	Notice Board Incharge (SLV)	
	Tue to Thu	06/08/2019 to 08/08/2019	HOD & Faculty Presentation & Lab Visit	HOD	
	Tue to Thu	06/08/2019 to 08/08/2019	Course File Verification- I	DAC (SAP)	
	Thu	15/08/2019	**Independence Day**		
	Mon	**19/08/2019**	**Commencement of Teaching**		
	Mon	19/08/2019	Course File Verification Report	DAC (SAP)	
	Tue	20/08/2019	A meeting by Dept Mentor In-charge	Mentor Incharge (MHD)	
September - 2019	Mon	02/09/2019	**Ganesh Chaturthi (Holiday)**		
	Tue	03/09/2019	Monthly E-magazine By In-charge	E-magazine In-charge (MMS)	
	Tue	03/09/2019	Defaulter students List – I	Class Teachers	
	Mon to Sat	09/09/2019 to 14/09/2019	**Unit Test - I**	Internal Exam Incharge (PBO & AND)	
	Mon	16/09/2019	Defaulter students List – II	Class Teachers	
	Mon to Sat	16/09/2019 to 21/09/2019	**SPPU In Sem Exam**		
	Mon to Fri	16/09/2019 to 20/09/2019	**Remedial Activities**	DAC (SAP)	
	Mon to Fri	16/09/2019 to 20/09/2019	**Letters to the Parent - I**	Mentor Incharge (MHD)	
	Mon to Fri	16/09/2019 to 20/09/2019	Course File Verification- II	DAC (SAP)	
	Wed	**18/09/2019**	**ARM- I**	HOD (SKK), DAC (SAP)	
	Mon	23/09/2019	Course File Verification Report	DAC (SAP)	
	Mon to Fri	23/09/2019 to 27/09/2019	**FEEDBACK - I**	Feedback Incharge (AND)	
	Mon to Thu	23/09/2019 to 26/09/2019	Mentor - Student Meet – II	All Mentors	
	Fri	27/09/2019	A meeting by Dept Mentor In-charge	Mentor Incharge (MHD)	
	Sat	28/09/2019	Parents Meet	Mentor Incharge (MHD)	
	Mon to Fri	30/09/2019 to 04/10/2019	**MID Term Assessment**	E-magazine In-charge (MMS)	
	Tue	01/10/2019	Monthly E-magazine By In-charge	E-magazine In-charge (MMS)	
	Tue	01/10/2019	Defaulter students List – III	Class Teachers	
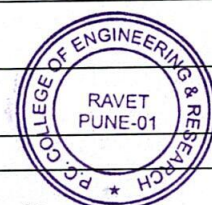
	Day	Date	Activity	Responsibility	
October - 2019	Wed	02/10/2019	Mahatma Gandhi Jayanti (Holiday)		
	Mon to Fri	07/10/2019 to 11/10/2019	**MID Term Work Marks Submission**	Term work Coordinator (AND)	
	Tue	08/10/2019	**Dasera (Holiday)**		
	Wed	16/10/2019	Defaulter students List – IV	Class Teachers	
	Wed to Fri	16/10/2019 to 18/10/2019	**Letters to the Parent – II**	Mentor Incharge (MHD)	
	Fri	**18/10/2019**	**ARM- II**	HOD (SKK), DAC (SAP)	
	Fri to Thu	18/10/2019 to 24/10/2019	**Unit Test - II**	Internal Exam Incharge (PBO & AND)	
	Mon to Thu	21/10/2019 to 24/10/2019	Mentor - Student Meet - III	All Mentors	
	Fri to Tue	25/10/2019 to 29/10/2019	Diwali Vacation		
November - 2019	Fri	01/11/2019	Defaulter students List – V	Class Teachers	
	Fri	01/11/2019	A meeting by Dept Mentor In-charge	Mentor Incharge (MHD)	
	Mon to Fri	04/11/2019 to 08/11/2019	**Remedial Activities**	DAC (SAP)	
	Mon to Fri	04/11/2019 to 08/11/2019	**Feedback-II**	Feedback Coordinator (AND)	
	Fri	08/11/2019	**Conclusion of Teaching**		
	Sat to Mon	09/11/2019 to 18/11/2019	**Crash Course**		
	Mon	**11/11/2019**	Provisional Detention List	Class Teachers	
	Mon to Wed	11/11/2019 to 20/11/2019	**Prelim Exam**	Internal Exam Incharge (PBO & AND)	
	Mon to Thu	11/11/2019 to 21/11/2019	Course File Verification - III	DAC (SAP)	
	Mon	18/11/2019	E-magazine of Semester By In-charge	E-magazine In-charge (MMS)	
	Tue	19/11/2019	**Final Detention List**	HOD (SKK)	
	Wed to Thu	20/11/2019 to 21/11/2019	Compliance Sheet issue	HOD (SKK)	
	Mon	25/11/2019	**Term Work Marks Submission**	Term work Coordinator (AND)	
	Tue	26/11/2019	Final Course File Verification Report	DAC (SAP)	
	Wed	27/11/2019	Final meeting by Dept Mentor In-charge	Mentor Incharge (MHD)	
	Thu	28/11/2019	**Semester End Review Meeting- ARM III**	HOD (SKK), DAC (SAP)	
	Fri	29/11/2019	**Final Term Work Marks**	HOD (SKK)	

Working days^S AY-2019-20 SEM-I:

Month	July -19	Aug – 19	Sept – 19	Octo – 19	Nov -19	Dec -19	Total working Days
No. of Working Days	00	19	22	19	15	00	75
Commencement of teaching: -			19/08/2019	**Conclusion of teaching: -**			08/11/2019

^{S}*Working Saturdays were considered.*

Tentative Schedule may change as per SPPU exam Schedule.
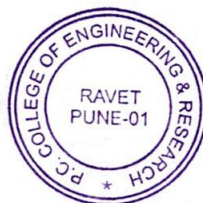
Note: 1) Any changes in Academic and activity Calendar shall be informed separately

    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.

Mr. Shital Anant Patil
Department Academic Coordinator

Mrs. Sonali Kedar Kanase
Head of the Department