



# G H RAISONI COLLEGE OF ENGINEERING

(An Autonomous Institute affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur)

Accredited by NAAC with 'A+' Grade

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## ACADEMIC CALENDAR FOR YEAR 2019-2020 (UG III, V AND VII SEM)

Month	Date	Events
June	1	Class Rooms to be ready and allotment of class rooms
	1	Class Teacher and TG allotment
	1	Enrollment open for all Courses NPTEL July to Nov 2019
	6	MIS User Creations for newly joined staffs
	7-8	Focus Group Presentations
		Autonomy/CBCS orientation Workshop for all Faculty members in F-21 (Autonomy, college, MIS, Academic formats, R & D formats, CBCS, III and Placement formats)
	10	MIS Coordinators Meeting
	10	Meeting with faculties regarding e-learning courses, CSE,IT ,Civil, First Year
	10	Practical training for all teachers
	12	Uploading of time table in MIS & website , display of time table on departmental notice board
	12	Uploading of Course Syllabus, Course Contents and Activities on Moodle by Teachers
	13	Moodle Courses and Student Account Creation
	13	MIS Training - CIV, MECH, CSE/IT Faculties
	13	MIS Training - ELE, ETRX, ETC Faculties
	13-14	Uploading of teaching plan in MIS
		CO PO Verification of all department
	14	Roll List to be sent to the department
	15	Creation of E-mail groups as per roll list
		Meeting of class teachers
	15	MIS Training to Heads
	15	Meeting with faculties regarding e-learning courses, CSE,IT ,Civil, First Year
	17-18	<ul style="list-style-type: none"> <li>Orientation for CBCS in respective departments for students by HoD &amp; Faculty Advisor</li> <li>Course registration for 3<sup>rd</sup> , 5<sup>th</sup> &amp; 7<sup>th</sup> semester students including GP courses and Open Electives &amp; filing in student section</li> <li>Preparation of I-card and Distribution of stationary</li> </ul>
	18	Counseling of students by HOD on CGPA improvement (E & TC-10 am, ETRX-12 noon, Mech-2 pm)
	19	Counseling of students by HOD on CGPA Improvement (CSE-10 am, IT-12 noon, EE-1 pm, Civil-2 pm)
	19	Peer Teaching-Subjects, Teaching plans and Teachers finalization

	20	Commencement of Classes for III, V & VII Sem
	20	Nomination of Class Representatives
	20-25	Pre session academic audit (Verification of attendance registers of Theory, practicals, open Elective, GP2 & GP3), MIS Audit for Plan vs. Executed
	21	MIS Coordinators Meeting
	21-30	6 Week Internship review for all branches & Submission of 6 Week Internship Reports, certificate uploading on portal
	22	CBCS Meeting for CBCS pending cases
	22	Meeting with faculties regarding e-learning courses, ETC, ETRX, Mech, EE
	27	Interviews & Evaluation for CTS
	28	Interviews & Evaluation for Peer Teaching
	29	Meeting with faculties regarding e-learning courses, ETC, ETRX, Mech, EE
	30	Graduation Day and Achievers Award
July	1	Display of attendance for the month of June
	2	Departmental Forum Body Formation
	3-4-5	CAE-I (III sem-Phase-I Courses)
	5	MIS Coordinators Meeting
	6	CBCS Meeting for CBCS pending cases
	6	MIS Training to staff and heads
	6	Meeting with students regarding e-learning courses CSE, IT, Civil
	8-9	Academic Audit 1-Phase-I Courses (Verification of Attendance registers, Planned Vs Executed Lectures, Quality of Notes, Impartus Review, Quality of questions, CAE marks verification & activity conducted, CO mapping, TAE marks practical completion, entry of marks and Performance review with signature) For all Courses including Foreign Languages, Liberal Arts, Skill workshops & Open Electives.
	8	Moodle Training for CAE In-charges and Subject In-charges for Smooth Conduction of CAE-1 (ETC-10 am, ETRX-01 pm, Mech-4 pm)
	9	Moodle Training for CAE In-charges and Subject In-charges for Smooth Conduction of CAE-1 (CSE-10 am, IT-12 pm, EE-2 pm, Civil-4 pm)
	13	Meeting with students regarding e-learning courses CSE, IT, Civil
	13	CBCS Meeting for CBCS pending cases
	15	Peer teaching Review
		External Academic Audit
	18-19-20	Parents Meet of students (< 60 % attendance course wise ) Interaction with Director, HoD to coordinate
	19	MIS Coordinators Meeting
	20	CBCS Meeting for CBCS pending cases
	20	Meeting with students regarding e-learning courses ETC, ETRX, Mech, EE
	22-23-24	CAE-I (V,VII Sem)/ CAE-II (Phase-I Courses, III Sem)
	26-29	Academic Audit 2-Phase-I Courses /Academic Audit 1- Regular Courses: (Verification of Attendance registers, Planned Vs Executed Lectures, Quality of Notes, Impartus Review, Quality of questions, CAE marks verification & activity conducted, CO mapping, TAE marks practical completion, entry of marks and Performance review with signature) For all Courses including Foreign Languages, Liberal Arts, Skill workshops & Open Electives.
	22-27	Feedback-I
	26-27	Action Taken Report on Academic Audit 1
	27	Meeting of Class Teachers
	27	Extra turn for practicals and reporting to audit team in next CBCS meeting



	27	CBCS Meeting for CBCS pending cases
	27	Meeting with students regarding e-learning courses ETC, ETRX, Mech, EE
	27	Start of 4 Week and 8 Week set 1 courses and 12 week courses of NPTEL
	29	Meeting of CR and copy (Soft + Hard) of minutes to be sent to Director and Dean Academics
	31	Last Teaching Day for Phase-I Courses
	31	Submission & Display of provisional detention list
August	01	Start of Phase-II classes
	01-05	ESE for Phase-I Courses
	01	Display of attendance for the month of July and letters to parents and Peer teaching Review
	01	Report on Feedback-I to be discussed
	1 -3	Parents Meet of students (< 60 % attendance coursewise ) Interaction with Director, HoD to coordinate
	3	Course Registration for NPTEL courses
	2	Orientation of Direct Second Year Students
	3	CBCS Meeting for CBCS pending cases
	3	MIS Training to staff and heads
	5	Enrollment Close for 4 Week and 8 Week set 1 courses and 12 week courses of NPTEL
	7	Moodle Training for CAE In-charges and Subject In-charges for Smooth Conduction of CAE-2 (ETC-10 am, ETRX-01 pm, Mech-4 pm)
	8	Moodle Training for CAE In-charges and Subject In-charges for Smooth Conduction of CAE-2 (CSE-10 am, IT-12 pm, EE-2 pm, Civil-4 pm)
	9	MIS Coordinators Meeting
	10	CBCS Meeting for CBCS pending cases
	10	Meeting with staff and students for solving difficulties in exam registration for NPTEL courses
	17	Orientation Programme, Course Registration, Commencement of Classes of DSY students
	17	CBCS Meeting for CBCS pending cases
	19	Exam registration Close 4 Week and 8 Week set 1 courses and 12 week courses
	19-24	Feedback-II
	21-22-23	CAE-II (V,VII Sem)/ CAE-I (Phase-II Courses, III Sem)
	23	Meeting of CR and copy (Soft + Hard) of minutes to be sent to Director and Dean Academics
	23	MIS Coordinators Meeting
	24	CBCS Meeting for CBCS pending cases
	24	Meeting of Class Teachers
		Extra turn for practicals and reporting to audit team in next CBCS meeting
	26-28	Academic Audit 1-Phase-II Courses /Academic Audit 2- Regular Courses (Verification of Attendance registers, Planned Vs Executed Lectures, Quality of Notes, Impartus Review, Quality of questions, CAE marks verification & activity conducted, CO mapping, TAE marks practical completion, entry of marks and Performance review with signature) For all Courses including Foreign Languages, Liberal Arts, Skill workshops & Open Electives.
	26	Enrollment close and start of 4 Week and 8 Week set 2 courses of NPTEL
	28-29	Action Taken Report on Academic Audit -2
	27-31	One Day orientation workshop for CSE,IT,ETC,ETRX & CE

	30-31	CAE-I DSY
	31	Submission of provisional detention list
September	1-14	Announcement of Faculty development Program by IIT Bombay
	03	Display of attendance for August & sending letters to parent Peer teaching Review
	04	Parents Meeting of provisionally detained students. Interaction with Director, HoD to coordinate
	04	Report on Feedback-II to be discussed
	07	MIS Training to staff and heads
	09	Moodle Training for CAE In-charges and Subject In-charges for Smooth Conduction of CAE (DSY)
	13	MIS Coordinators Meeting
	13-14	CAE-II DSY
	14-20	Hall Ticket distribution for NPTEL September examination
	16	Moodle Training for CAE In-charges and Subject In-charges for Smooth Conduction of CAE-3 (ETC-10 am, ETRX-01 pm, Mech-4 pm)
	17	Moodle Training for CAE In-charges and Subject In-charges for Smooth Conduction of CAE-3 (CSE-10 am, IT-12 pm, EE-2 pm, Civil-4 pm)
	20	Commencement of ESE for online subjects
	21	Display of final detention list
	21	Extra turn for practicals and reporting to audit team in next CBCS meeting
	23-24-25	CAE-III (V, VII Sem)/ CAE-II (Phase-II Courses, III Sem)
	26	Uploading of Extra & Co-Curricular Certificates on Moodle
	27	Meeting of CR and copy (Soft + Hard) of minutes to be sent to Director and Dean Academics
	27	MIS Coordinators Meeting
	27-30	Academic Audit 2-Phase-II Courses /Academic Audit 3- Regular Courses (Verification of Attendance registers, Planned Vs Executed Lectures, Quality of Notes, Impartus Review, Quality of questions, CAE marks verification & activity conducted, CO mapping, TAE marks practical completion, entry of marks and Performance review with signature ) For all Courses including Open Electives.
	29	NPTEL Examination for 4 Week and 8 Week set 1 courses
	30	Meeting of Class Teachers
	30	Extra turn for practicals and reporting to audit team in next CBCS meeting
October	1	Peer teaching Review
	1	MIS Internal Marks final audit
	1-15	FDP by IIT Bombay/ Result Analysis of NPTEL September Examination
	3-4	Action Taken Report on Audit
	4	MIS Internal Marks consolidation
	5	Last teaching day , Preparation of Peer teaching Bill
	5-17	Online ESE for BE I, III, V & VII Term
	18-22	Practical Examination of III, V & VII Sem.
	21	Hall Ticket distribution for NPTEL November examination
November	1-22	Odd semester theory examination III, V and VII sem
	2	NPTEL Examination for 12 week Courses
	3	NPTEL Examination for 4 Week and 8 Week set 2 courses
	15	Start of 6 Months Industry Internship for CSE, IT, ETC, ETRX & CE
	15-30	Result Analysis of NPTEL November Examination
	25	Counseling of students by HOD on CGPA improvement
	25-30	External Examination EE & Mech for project internship



	26	TR Verification & Declaration of Result End Sem B.E. III Term
	27	TR Verification & Declaration of Result End Sem B.E. V Term
	28	TR Verification & Declaration of Result End Sem B.E. VII Term
December	02-03	<ul style="list-style-type: none"> <li>• Orientation for CBCS in respective departments</li> <li>• Course registration for 4<sup>th</sup> and 6<sup>th</sup> semester</li> </ul>
	2-7	4 Week & 2 Week Internship review & certificate update in portal
	04	Commencement of even semester classes.
	7	Schedule of Next Semester NPTEL courses.
	23- 10 Jan	Vacation theory exam for autonomous students
January	11-13	Vacation practical exam for autonomous students
	15	TR Verification & Declaration of Result Vacation Examination

**Notes:**

1. Meeting of CBCS and academic issues on every Saturday
2. Every Saturday every department minimum 02 co-curricular (skill) activity
3. Every Saturday one extra-curricular activity at department level.
4. Every Week on week days one industry domain activity.
5. Every Saturday one music club activity.
6. One Guest Lecture & One Industry visit to be completed in every month for each section



DEAN (ACADEMICS)



DIRECTOR