Event Calendar of SY BTech.

Department: **Mechanical Engineering**		Academic Year: 2022-2023
Semester : **II**		Date:20/02/2023

Sr. No.	Activity	Date	In charge Staff	Compliance of activity(held/delayed/canceled)
Feb 2023				
1	Department PAC & IQAC Meeting –I Academic Planning & review of Preparations	Up to 23.02.2023	PAC Coordinator	
2	Course meetings	11.02.2023 to 17.02.2023	Course Coordinator	
3	Mentoring and Counseling session for open elective	21.02.2023	--	
4	Course Registration	22.02.2023 to 23.02.2023	ERP Coordinator	
5	Faculty course presentation, Module meetings	21.02.2023 to 24.02.2023	CF, CC, MC	
6	Communication to Students - Time Tables, Course Outcomes, Teaching plans, Laboratory Plans, Term Commencement date etc. (Notice Boards and Website)	Upto 23.02.2023	CT, AC & Time table In charge	
7	Commencement of Teaching	27.02.2023	Course Faculty	
8	HOD Address	27.02.2023 to 30.02.2023	HOD, Academic /R&D/SDW/III Coordinators	
9	First Day Non Reporting student report	27.02.2023	CT,AC	
March 2023				
10	Display of Course Outline and Assignment and Schedule for submission of Assignment.	01.03.2023	CF, CC	
11	Academic Coordinators Meeting	02.03.2023	Academic Coordinators	
12	First PTG Meeting and Report Submission to PTG Coordinator (Student PTG interaction update in the Proctor form)	13.03.2023 to 17.03.2023	PTG faculty and Review by Coordinator	

13	Fortnight Attendance Monitoring – I	17.03.2023	CT, AC	
14	Display the list of registered students by the Examination section	24.03.2023	Examination section	
15	Students Feedback – I, Faculty Counseling and Improvement Actions	27.03.2023 to 31.03.2023	Feedback In charge	
16	Parent Meet	Along with TY and BE	PTG Coordinator, PTG faculty, CT, AC	
April 2023				
17	Internal Evaluation I (IE-I) and IE-I marks Submission(within 8 days after evaluation)	03.04.2023 to 07.04.2023	CF	
18	Academic Coordinators Meeting	06.04.2023	Academic Coordinators	
19	Attendance Monitoring-II b. Academic Monitoring – I c. Display of Provisional Detention List-I	07.04.2023	CT, AC	
20	Second PTG Meeting and Report Submission to PTG Coordinator (Student PTG interaction update in the Proctor form)	17.04.2023 to 22.04.2023	PTG faculty and Review by Coordinator	
21	Mid Term Submissions / Mock Test / Oral	17.04.2023 to 23.04.2023	CF, CT, AC	
22	Attendance Monitoring-III And display of provisional detention list-I	28.04.2023	CT, AC	
May 2023				
23	Mid Term Examination	01.05.2023 to 05.05.2023	Department Exam coordinator	
24	Academic Coordinators Meeting	04.05.2023	Academic Coordinators	
25	Students Feedback – II, Faculty Counseling and Improvement Actions	15.05.2023 to 19.05.2023	Feedback In charge	
26	Third PTG Meeting and Report Submission to PTG Coordinator (Student PTG interaction update in the Proctor form)	15.05.2023 to 19.05.2023	PTG faculty and Review by Coordinator	
27	a. Fortnight Attendance Monitoring-IV b. Display of Provisional Detention List- II	19.05.2023	CT, AC	

28	Internal Evaluation II (IE-II) and IE-II marks Submission(within 8 days after evaluation)	22.05.2023 to 26.05.2023	CF	
29	Faculty appreciation, performance appraisal and counseling for improvement	22.05.2023 to 26.05.2023	HoD	
30	Department PAC Meeting	22.05.2023 to 26.05.2023	PAC Coordinator	
31	Student Counselling by HoD	28.05.2023 to 5.06.2023	HoD	
32	Academic Review	30.05.2023	CF, CT,AC	
33	End term submission, Mock oral/Pract.	29.05.2023 to 2.06.2023	CF	
June 2023				
34	Academic Coordinators Meeting	01.06.2023	Academic Coordinators	
35	Conclusion of Teaching with Compilation of Term Work	02.06.2023	-	
36	a. Fortnight Attendance Monitoring-V b. Academic Monitoring – III c. Display of provisional detention list-III	02.06.2022	CT, AC	
37	Recommendation of Detention and submission of Detention list to Dean office and CoE	05.06.2023	HoD	
38	Submission of ETE Theory Question Paper	05.06.2023	Individual Faculty and CC	
39	Practical / Oral Examination	05.06.2023 to 16.06.2023	Exam cell	
40	Term End	16.06.2023	--	
41	End Term Examination and evaluation	19.06.2023 to 06.07.2023	Exam cell	
July 2023				
42	Academic Coordinators Meeting	06.07.2023	Academic Coordinators	
43	Last date to show the paper and mark entry in ERP	06.07.2023	CF,CC	
44	Hard copy submission to CoE	06.07.2023	CF,CC	
45	Declaration of result	08.07.2023	Exam cell	
46	Registration for Re-exam	09.07.2023 to 12.07.2023	Exam cell	
47	Re-examination for all failed students and special cases	15.07.2023 to 22.07.2023	Exam cell	
48	Last date to show the Re–exam paper and mark entry in ERP	27.07.2023	CF,CC	

49	Hard copy submission to CoE	**27.07.2023**	CF,CC	
50	Declaration of result for re-examination	**31.07.2023**	Exam cell	
51	Commencement of next semester classes	**01.08.2023**	--	

Abbreviations: CT- Class Teachers, CF- Course Faculty, CC- Course Coordinator, MC- Module Coordinator, AC- Academic Coordinator,

Please note, respective portfolio in charge shall carry out detailed planning and inform the same to the HOD Office, Concern Faculty member (s) /Staff (s) and students well in advance.

Holidays, rescheduling of working days and days and dates of the Institute level Events will be notified duly ass and when necessary from institute office.

Unplanned rescheduling of regular lectures or practical by the faculty members will not be allowed.

Dr.N.A.Mandhare
(SY BTech.)
Academic Coordinator

Dr.S.B.Matekar
Overall Acad. Coordinator

Dr. P.A. Deshmukh
Head of the Department
/ Program Coordinator