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ACADEMIC CALENDAR 2020-21 UG (Second TERM F. Y. B. TECH.)

Month	Date	Event
May 2021	**5**	Load Calculation, Load distribution and faculty recruitment
	6	Preparation of Time Table & portfolio assignments
	7	MIS entry (Subject allocation, Teacher allocation & Subject planning etc.)
	8	Preparation of lab manuals, course files etc. & R&D Targets planning
	10	Updating of Teaching plans/faculty Diary/laboratory equipment-repairs
	11	Verification on class rooms, laboratories/ trail experiment
	12	First Meeting of Class Teacher/ Subject Co-ordinators/Lab-In-charge
	13	Internal Audit - 1 a) Attendance register checking
	17	**Commencement of Classes of 2nd Term 2020-21**
	18	Display of time-table, submission of lecture plan, practical plan, question bank and lab manual, data entry in MIS database (Internal Academic Verification) Internal Audit - 1 b) Compilation of monthly academic monitoring report by Faculty and submit to HOD
	19	Internal Audit - 1 c) Submission of monthly academic report by HOD to Director
	20	**Preparation of students list & attendance record, MIS – entry of database**
	21	**TAE -I : Technical Activity (Poster Submission)**
	22	**Activity 1: Workshop on Movie making**
	24	Departmental Activity Report Submission
	25	HOD meeting for review of dept. activities
	29	**Activity 2: Innovation and Entrepreneurship**
June 2021	**1**	Display Attendance for the month of Feb Submission of monthly performance
	2	HOD meeting for review of dept. activities
	3	Internal Audit - 2 a) Monthly academic monitoring report by Faculty
	3	First Meeting of CR's & LR's
	5	**Activity 3: Advance research Tools (R & D activity)**
	7	Internal Audit - 2 b) Compilation of monthly academic monitoring report by Faculty and submit to HOD
	8-9	Remedial classes for students scored less than 8 marks in CAE-I
	10	**TAE II : Power Point Presentation**
	11	Internal Audit -3 c) Submission of monthly academic report by HOD to Director
	12	**Activity 3: Guest Lecture (Preparation of Competitive Exams)**

	15	Submission of parent's letters
	17 - 19	**CAE-1**
	17-18	Students Feedback – I
	19	Second Meeting of CR's & LR's
	19	**Activity 3: Research Methodology (R & D activity)**
	21	HOD meeting for review of dept. activities
	23	Departmental PTM
	25	Entry of TAE & CAE marks in MIS
	26-28	Remedial classes for students who scored less than 8 marks in CAE-I
	26	**Activity 27: Copyright**
	29	**TAE III : Extra Curricular (Certificate Course)**
July 2021	1	Planning for Syllabus coverage/critical subjects
	3	Third Meeting of CR's &LR's
	5-6	Entry of TAE & CAE marks in MIS
	7	Submission of parent's letters
	15-17	**CAE – II**
	17	**Student Feedback – 2**
	17	**End of Classes**
	20-21	**CAE-III: Improvement Exam**
	22-24	**ESE Online Exam, Submission of Internals**
	28-7Aug	**ESE Theory Exam**
	14 Aug	Declaration of ESE Result.

Dean
F.Y. B. Tech   **Dean Academics**   **Deputy Director**   **Director**