

**ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S POLYTECHNIC**

**Department academic calendar (2019-2020)**

**Automobile Engineering**

**ODD SEMESTER (2019-2020)**

S No.	Activity	Date & Time
1.	Preparation of time table, department calendar& Handouts	17.06.19 TO 22.06.19
2.	First Term : Sem III & V	24.06.19 TO 12.10.19
3.	Department meeting Sem 3 & 5: CIANN-17, Course file ,Awareness of action plan odd sem	24.06.19
4.	Identify & fulfil New facility created	July 19
5.	Result analysis& CO attainment: Summer 2019	11.06.19 TO 15.06.19
6.	Implementation of reward (best practices)	3 <sup>rd</sup> week of June 19
7.	Update Institute Website	2 <sup>nd</sup> week of June 19
8.	Update Library	2 <sup>nd</sup> week of June 19
9.	NBA meeting (Action plan odd semester 19-20 ,Newsletter etc)	10.06.19
10.	NBA meeting (I &P-files)	June 19 –as per necessity
11.	Rajarshi Shahu Chhatrapati Jayanti Celebration	26.06.19
12.	Summer In-Plant Training feedback from Third Year students	4 <sup>th</sup> week of June 19
13.	NBA meeting	July 19–as per necessity
14.	Departmental meeting (Project allotment)	3 <sup>rd</sup> and 4 <sup>th</sup> week of July 19
15.	Project Assignment and Project guide allotment	3 <sup>rd</sup> and 4 <sup>th</sup> week of July 19
16.	Industrial visits ( feedback &feedback analysis)	1/7/19 TO5/10/19
17.	Invited talk/Guest lectures/Expert lectures( feedback & feedback analysis)	1/7/19 TO5/10/19
18.	Departmental meeting Sem 1 : CIANN-17, Course file ,Awareness of action plan odd sem	1 <sup>st</sup> week of July 19
19.	Sending proposal for State level MSBTE paper presentation/ Technical Quiz competition	August 19
20.	Soft skill training program for second year diploma students	August 19
21.	Aptitude Training program for third year diploma students	August 19
22.	Identifying faculty members for training programs (department wise)	1 <sup>st</sup> week of August 19
23.	First class test (Sem-III, V) (Class test question paper n model answer)	1 <sup>st</sup> week of August 19
24.	Moderation of class test question paper for quality improvement	1 <sup>st</sup> week of August 19
25.	NBA meeting	August 19–as per necessity
26.	Entrepreneurship Awareness as well as Development program conducted under DST-NIMAT project of EDII-Ahmedabad.	1 <sup>st</sup> week of August 19
27.	73 <sup>rd</sup> Independence day celebration	15.08.19
28.	First class test (Sem-III , V)	21.08.19 TO 23.08.19
29.	Student feedback on academics , facility & its analysis	21.08.19 TO 23.08.19
30.	Remedial measures-1 for Weak students (Sem-III & V)	24.08.19 TO 27.08.19
31.	Students' academic performance monitoring and counseling -1(III , V)	24.08.19 TO 27.08.19
32.	Parent teacher meeting ( Parents feedback & its analysis)	24.08.19 TO 27.08.19
33.	Winter 19 MSBTE-Exam form filling	13.08.19 To 06.09.19

ODD SEMESTER (2019-2020)		
S No.	Activity	Date & Time
34.	Student feedback on academics , facility & its analysis	28.08.19 TO 30.08.19
35.	Parent teacher meeting ( Parents feedback & its analysis)	28.08.19 TO 30.08.19
36.	Make up classes for direct second year admitted students	01.09.19 To 16.10.19
37.	Teacher's day celebration	05.09.19
38.	NBA meeting	September 19–as per necessity
39.	First internal academic monitoring (IAMC)	3 <sup>rd</sup> week of September 19
40.	Filling up information of 1 <sup>st</sup> academic monitoring 19-20	3 <sup>rd</sup> week of September 19
41.	Extracurricular/Co-curricular activities	2 <sup>nd</sup> week of September 19
42.	Preparation of Newsletter –department level -at least 01	2 <sup>nd</sup> week of September 19
43.	Engineer's day celebration	15.09.19
44.	Project Synopsis submission	3 <sup>rd</sup> and 4 <sup>th</sup> week of September 19
45.	Defining projects for DIPEX, MSBTE etc. project competitions.	3 <sup>rd</sup> and 4 <sup>th</sup> week of September 19
46.	Entrepreneurship Awareness as well as Development program conducted under DST-NIMAT project of EDII-Ahmedabad.	3 <sup>rd</sup> week of September 19
47.	NBA –MOCK (Internal)& analysis	4 <sup>th</sup> week of September 19
48.	Second class test (III , V) (Class test question paper and model answer)	4 <sup>th</sup> week of September 19
49.	Moderation of class test question paper as per NBA norms	4 <sup>th</sup> week of September 19
50.	First External academic monitoring (EAMC)	1 <sup>st</sup> week of October 19
51.	Second class test (III,V)	09.10.19 TO 11.10.19
52.	Students feedback-academics & its analysis	09.10.19 TO 11.10.19
53.	Remedial measures-2 for Weak students ( Sem-III & V)	12.10.19 TO 14.10.19
54.	Students' academic performance monitoring and counseling -2(III G, V G)	12.10.19
55.	Parent teacher meeting & its analysis	12.10.19
56.	Submission of Term work & micro project (Sem-III, V)	1 <sup>st</sup> week of October 19
57.	Course End survey (Sem-III, V)	4 <sup>th</sup> week of September 19
58.	Final detention list (Sem-III, V)	12.10.19
59.	Entrepreneurship Awareness as well as Development program conducted under DST-NIMAT project of EDII-Ahmedabad.	October 19
60.	Departmental meeting (Course file)	14.10.19
61.	NBA –MOCK (IOIT) visit & analysis	2 <sup>nd</sup> week of October 19
62.	Second class test (Sem1) (Class test question paper and model answer)	4 <sup>th</sup> week of September 19
63.	Moderation of class test question paper as per NBA norms	4 <sup>th</sup> week of September 19
64.	Students feedback-academics (Sem1)	14.10.19 TO 16.10.19
65.	Parent teacher meeting & its analysis	17.10.19 TO 19.10.19
66.	Additional efforts for Bright students (Sem-III, V)	3 <sup>rd</sup> week of October 19
67.	Maintenance & Security routine check report	3 <sup>rd</sup> week of October 19
68.	Winter Break (Diwali vacation)	25.10.19 To 29.10.19
69.	MSBTE Winter-19 – Practical examination (Sem-III, V)	14.10.19 TO 22.10.19
70.	MSBTE Winter-19 – Practical examination (Sem-I)	18.10.19 TO 25.10.19

ODD SEMESTER (2019-2020)		
S No.	Activity	Date & Time
71.	Faculty development program	October 19
72.	NBA –meeting	November 19–as per necessity
73.	MSBTE Winter-19– Theory examination	14.11.19 TO 05.12.19
74.	Update Institute Website	1 <sup>st</sup> week of December 19



(Mr. G.M. Nagane)  
HOD  
Automobile Engineering



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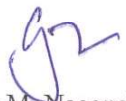
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**EVEN SEMESTER (2019-2020)**

SNo.	Activity	Date & Time
1.	Preparation of time table & Handouts	1 <sup>st</sup> week of December 19
2.	Departmental meeting Sem 2,4,6 : CIANN-17, Course file ,Awareness of action plan even sem	1 <sup>st</sup> week of December 19
3.	Second term	09.12.19 TO 27.03.20
4.	NBA –meeting	December 19-daily
5.	Project work review (Sem-VI)	3 <sup>rd</sup> week of December 19
6.	AICTE feeling up information	3 <sup>rd</sup> and 4 <sup>th</sup> week of December 19
7.	DST, MODROB project proposals and funding	March 2020
8.	IDESSA –sports activity	December 19 TO January 20
9.	Identifying faculty members for training programs (department wise)	3 <sup>rd</sup> week of December 19
10.	Identifying the final year projects for various project competitions	3 <sup>rd</sup> week of December 19
11.	NBA –meeting	1 <sup>st</sup> week of January 2020
12.	Declaration of MSBTE result	2 <sup>nd</sup> week of January 2020
13.	Result analysis & CO attainment: Winter-19	2 <sup>nd</sup> week of January 2020
14.	Remedial measures for students having poor performance in W-19 Exam.	3 <sup>rd</sup> week of January 2020
15.	Implementation of reward (best practices)	3 <sup>rd</sup> week of January 2020
16.	Update odd semester course file	4 <sup>th</sup> week of January 2020
17.	Soft skill training program for Second year diploma students	January 2020
18.	Technical quiz / Paper presentation competition	January/February 2020
19.	Cultural activity	2 <sup>nd</sup> week of February 20
20.	Update Library	2 <sup>nd</sup> week of February 20
21.	Maintenance & Security routine check meeting	2 <sup>nd</sup> week of February 20
22.	Update performance appraisal	2 <sup>nd</sup> week of February 20
23.	Industrial visits ( feedback & feedback analysis)	01.01.20 TO 20.03.20
24.	Guest lectures ( feedback & feedback analysis)	01.01.20 TO 20.03.20
25.	Soft skill training program for Third year diploma students	February 2020
26.	First class test (Class test question paper and model answer)	4 <sup>th</sup> week of January 20
27.	Moderation of class test question paper as per NBA norms	4 <sup>th</sup> week of January 20
28.	First class test	05.02.20 TO 07.02.20
29.	Student feedback on academics & facility & feedback analysis	05.02.20 TO 07.02.20
30.	Remedial measures-1 for Weak students	08.02.20 TO 11.02.20
31.	Students' academic performance monitoring and counseling -1	08.02.20 TO 11.02.20
32.	Parent teacher meeting & Parents feedback -feedback analysis	08.02.20 TO 11.02.20
33.	Second internal Academic monitoring (IAMC)	2 <sup>nd</sup> week of February 20
34.	Filling up information of 2 <sup>nd</sup> academic monitoring 19-20	2 <sup>nd</sup> week of February 20

EVEN SEMESTER (2019-2020)		
SNo.	Activity	Date & Time
35.	Preparation of Newsletter –department level -at least 01	2 <sup>nd</sup> week of February 20
36.	Mock interview for Third year diploma students	February 2020
37.	ChhatrapatiShivjayanti Celebration	19.02.20
38.	Second external monitoring (EAMC)	4 <sup>th</sup> week of February 20
39.	Project seminar (VI)	17.02.20 TO 17.03.20
40.	Second class test (Class test question paper and model answer)	2 <sup>nd</sup> week of Mar 20
41.	Moderation of class test question paper as per NBA norms	2 <sup>nd</sup> week of Mar 20
42.	Second class test	25.03.20 TO 27.03.20
43.	Student feedback	25.03.20 TO 27.03.20
44.	Course end survey	25.03.20 TO 27.03.20
45.	Program Exit Survey	25.03.20 TO 27.03.20
46.	Remedial measures-2 for Weak students	28.03.20 TO 30.03.20
47.	Program Exit Survey	28.03.20 TO 30.03.20
48.	Additional efforts for Bright students	3 <sup>rd</sup> week of Mar 20
49.	Students' academic performance monitoring and counseling -1	28.03.20
50.	Parent teacher meeting	28.03.20
51.	In-Plant Training Awareness session for SY (I-scheme)student	28.03.20 TO 30.03.20
52.	Final detention list	27.03.20
53.	Updating ERP data	4 <sup>th</sup> week of Mar 20
54.	Submission of completed course files TO HOD	04.04.20
55.	MSBTE Summer-20– Practical examination	31.03.20 TO 09.04.20
56.	Faculty development program	March 2020
57.	MSBTE Summer-20 – Theory examination	16.04.20 TO 07.05.20
58.	In-Plant Training for SY (I-scheme) student	6 week after completion of IV-sem
59.	Declaration of MSBTE result	2 <sup>nd</sup> week of June 2020
60.	Start of Academic Session 2020-21	17.06.20



  
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