


ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S POLYTECHNIC
Civil Engineering Department academic calendar (2019-2020)

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 and CO Attainment Summer 2019	11.06.19 TO 15.06.19
6.	Update Institute Website	2 nd week of June 19
7.	NBA meeting (Action plan odd semester 19-20 ,Newsletter etc)	08.06.19
8.	NBA meeting (I & P-files)	June 19 –as per necessity
9.	Rajarshi Shahu Chhatrapati Jayanti Celebration	26.06.19
10.	Summer In-Plant Training feedback from Third Year students	4 th week of June 19
11.	NBA meeting	July 19–as per necessity
12.	Departmental meeting (Project allotment)	3 rd and 4 th week of July 19
13.	Project Assignment and Project guide allotment	3 rd and 4 th week of July 19
14.	Industrial visits (feedback & feedback analysis)	July 19 TO October 19
15.	Invited talk/Guest lectures/Expert lectures(feedback & feedback analysis)	July 19 TO October 19
16.	Sending proposal for State level MSBTE paper presentation/ Technical Quiz competition	August 19
17.	Soft skill training program for second year diploma students	August 19
18.	Aptitude Training program for third year diploma students	August 19
19.	First class test (Sem-III, V) (Class test question paper n model answer)	1 st week of August 19
20.	Moderation of class test question paper for quality improvement	1 st week of August 19
21.	NBA meeting	August 19–as per necessity
22.	Entrepreneurship Awareness as well as Development program conducted under DST-NIMAT project of EDII-Ahmedabad.	1 st week of August 19
23.	Cultural activities	2 nd week of August 19
24.	73 rd Independence day celebration	15.08.19
25.	Tutorials and make-up classes (if required)	2 nd week of August 19
26.	First class test (Sem-III , V)	21.08.19 TO 23.08.19
27.	Student feedback on academics , facility & its analysis	21.08.19 TO 23.08.19
28.	Remedial measures-1 for Weak students (Sem-III & V)	24.08.19 TO 27.08.19
29.	Students' academic performance monitoring and counseling -1(III , V)	24.08.19 TO 27.08.19
30.	Parent teacher meeting (Parents feedback & its analysis)	24.08.19 TO 27.08.19
31.	Winter 19 MSBTE-Exam form filling	13.08.19 To 06.09.19
32.	Make up classes for direct second year admitted students	01.09.19 To 16.10.19
33.	Teacher's day celebration	05.09.19
34.	NBA meeting	September 19–as per necessity
35.	First internal academic monitoring (IAMC)	3 rd week of September 19
36.	Filling up information of 1 st academic monitoring 19-20	3 rd week of September 19
37.	Extracurricular/Co-curricular activities	2 nd week of September 19
38.	Preparation of Newsletter –department level -at least 01	2 nd week of September 19

ODD SEMESTER (2019-2020)		
S No.	Activity	Date & Time
39.	Engineer's day celebration	15.09.19
40.	Project Synopsis submission	3 rd and 4 th week of September 19
41.	Defining projects for DIPEX, MSBTE etc. project competitions.	3 rd and 4 th week of September 19
42.	Entrepreneurship Awareness as well as Development program conducted under DST-NIMAT project of EDII-Ahmedabad.	3 rd week of September 19
43.	NBA –MOCK (Internal)& analysis	4 th week of September 19
44.	Second class test (III , V) (Class test question paper and model answer)	4 th week of September 19
45.	Moderation of class test question paper as per NBA norms	4 th week of September 19
46.	First External academic monitoring (EAMC)	1 st week of October 19
47.	Tutorials and make-up classes (if required)	1st week of October 19
48.	Second class test (III,V)	09.10.19 TO 11.10.19
49.	Students feedback-academics & its analysis	09.10.19 TO 11.10.19
50.	Remedial measures-2 for Weak students (Sem-III & V)	12.10.19 TO 14.10.19
51.	Students' academic performance monitoring and counseling -2(III G, V G)	12.10.19
52.	Parent teacher meeting & its analysis	12.10.19
53.	Submission of Term work & micro project (Sem-III, V)	1 st week of October 19
54.	Additional efforts for Bright students (Sem-III, V)	2 nd week of October 19
55.	Course End survey (Sem-III, V)	4 th week of September 19
56.	Final detention list (Sem-III, V)	12.10.19
57.	Entrepreneurship Awareness as well as Development program conducted under DST-NIMAT project of EDII-Ahmedabad.	October 19
58.	Departmental meeting (Course file)	14.10.19
59.	NBA –MOCK (IOIT) visit & analysis	2 nd week of October 19
60.	Second class test (Sem1) (Class test question paper and model answer)	4 th week of September 19
61.	Moderation of class test question paper as per NBA norms	4 th week of September 19
62.	Students' academic performance monitoring and counseling	17.10.19 TO 19.10.19
63.	Parent teacher meeting & its analysis	17.10.19 TO 19.10.19
64.	Additional efforts for Bright students (Sem-III, V)	3 rd week of October 19
65.	NBA –internal visit & its analysis	3 rd week of October 19
66.	Final detention list	16.10.19
67.	Winter Break (Diwali vacation)	25.10.19 To 29.10.19
68.	MSBTE Winter-19 – Practical examination (Sem-III, V)	14.10.19 TO 22.10.19
69.	Faculty development program	October 19
70.	NBA -meeting	November 19–as per necessity
71.	MSBTE Winter-19– Theory examination	14.11.19 TO 05.12.19
72.	NBA –MOCK visit & feedback analysis	3 rd week of November 19
73.	Update Institute Website	1 st week of December 19
74.	NBA –MOCK visit & feedback analysis	1 st week of December 19




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EVEN SEMESTER (2019-2020)		
SNo.	Activity	Date & Time
1.	Preparation of time table & Handouts	1 st week of December 19
2.	Departmental meeting Sem 2,4,6 : CIANN-17, Course file ,Awareness of action plan even sem	1 st 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 rd week of December 19
6.	NBA PEER TEAM FINAL VISIT	3 rd week of December 19
7.	Soft skill training program for first year diploma students	January 2019
8.	DST, MODROB project proposals and funding	March 2020
9.	IDESSA –sports activity	December 19 TO January 20
10.	Identifying faculty members for training programs department wise)	3 rd week of December 19
11.	Identifying the final year projects for various project competitions	3 rd week of December 19
12.	NBA -meeting	1 st week of January 2020
13.	Declaration of MSBTE result	2 nd week of January 2020
14.	Result analysis and CO Attainment Winter-19	2 nd week of January 2020
15.	CO attainment –(odd sem)	2 nd week of January 2020
16.	Remedial measures for students having poor performance in W-19 Exam.	3 rd week of January 2020
17.	Implementation of reward (best practices)	3 rd week of January 2020
18.	Update odd semester course file	4 th week of January 2020
19.	Soft skill training program for Second year diploma students	January 2020
20.	Technical quiz / Paper presentation competition	January/February 2020
21.	Alumina meet (feedback-feedback analysis)	26.01.20
22.	Cultural activity	2 nd week of February 20
23.	Update Library	2 nd week of February 20
24.	Medical facility routine check meeting	2 nd week of February 20
25.	Maintenance & Security routine check meeting	2 nd week of February 20
26.	Update performance appraisal	2 nd week of February 20
27.	Industrial visits (feedback & feedback analysis)	01.01.20 TO 28.02.20
28.	Guest lectures (feedback & feedback analysis)	01.01.20 TO 28.02.20
29.	Soft skill training program for Third year diploma students	February 2020
30.	First class test (Class test question paper and model answer)	4 th week of January 20
31.	Moderation of class test question paper as per NBA norms	4 th week of January 20
32.	Tutorials and make-up classes (if required)	1 st week of February 20
33.	First class test	05.02.20 TO 07.02.20
34.	Student feedback on academics & facility & feedback analysis	05.02.20 TO 07.02.20
35.	Remedial measures-1 for Weak students	08.02.20 TO 11.02.20
36.	Students' academic performance monitoring and counseling -1	08.02.20 TO 11.02.20
37.	Parent teacher meeting & Parents feedback -feedback analysis	08.02.20 TO 11.02.20
38.	Second internal Academic monitoring (IAMC)	2 nd week of February 20
39.	Cultural activities	2 nd week of February 20

EVEN SEMESTER (2019-2020)		
SNo.	Activity	Date & Time
40.	Filling up information of 2 nd academic monitoring 19-20	2 nd week of February 20
41.	Preparation of Newsletter –Institute level-01 per semester	2 nd week of February 20
42.	Preparation of Newsletter –department level -at least 01	2 nd week of February 20
43.	Mock interview for Third year diploma students	February 2020
44.	Chhatrapati Shivjayanti Celebration	19.02.20
45.	Second external monitoring (EAMC)	4 th week of February 20
46.	Project seminar (VI)	17.02.20 TO 17.03.20
47.	Science day celebration & Prize distribution	28.02.20
48.	Second class test (Class test question paper and model answer)	2 nd week of Mar 20
49.	Moderation of class test question paper as per NBA norms	2 nd week of Mar 20
50.	Submission of Term work – micro project	3 rd week of March 20
51.	Tutorials and make-up classes (if required)	2 nd week of Mar 20
52.	Second class test	25.03.20 TO 27.03.20
53.	Student feedback	25.03.20 TO 27.03.20
54.	Course end survey	25.03.20 TO 27.03.20
55.	Program Exit Survey	25.03.20 TO 27.03.20
56.	Remedial measures-2 for Weak students	28.03.20 TO 30.03.20
57.	Program Exit Survey	28.03.20 TO 30.03.20
58.	Additional efforts for Bright students	3 rd week of Mar 20
59.	Students' academic performance monitoring and counseling -1	28.03.20
60.	Parent teacher meeting	28.03.20
61.	In-Plant Training Awareness session for SY (I-scheme) student	28.03.20 TO 30.03.20
62.	Training & Placement activity- Carrier Guidance	March 2020
63.	Final detention list	27.03.20
64.	Updating ERP data	4 th week of Mar 20
65.	Submission of completed course files TO HOD	04.04.20
66.	MSBTE Summer-20– Practical examination	31.03.20 TO 09.04.20
67.	Faculty development program	March 2020
68.	NBA meeting (planning for remaining programs)	10.04.20
69.	Purchase meeting	April 2020
70.	MSBTE Summer-20 – Theory examination	16.04.20 TO 07.05.20
71.	In-Plant Training for SY (I-scheme) student	6 week after completion of IV-sem
72.	Declaration of MSBTE result	2 nd week of June 2020
73.	Start of Academic Session 2020-21	17.06.20



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