

# All India Shri Shivaji Memorial Society's Polytechnic, Pune

## Department of Information Technology

Academic Calendar of Year 2015-2016

Sr. No	Details	Proposed Dates/Period
<b>Semester III and V (ODD)</b>		
1	Commencement of ODD Term of Academic Year	18.06.2015 to 23.10.2015
2	Departmental information for website updation.	1 <sup>st</sup> week of June-15
3	Result analysis SUMMER-15.	2 <sup>nd</sup> week of June-15
4	Preparation of TimeTable, departmental calendar and handouts.	2 <sup>nd</sup> week of June-15
5	CO attainment :Odd semester 2015-16.	2 <sup>nd</sup> week of June-15
6	Departmental meeting(Course file, Portfolio, Result analysis etc.)	3 <sup>rd</sup> week of June-15
7	Formation of Academic Project Management Committee(V Sem)	4 <sup>th</sup> week of June-15
8	Summer ImPlant Training Feedback From Third Year Students.	4 <sup>th</sup> week of June-15
9	Sending proposal for state level MSBTE - FDP .	4 <sup>th</sup> week of June-15
10	Industrial visits and Feedbacks.	July-15 to October-15
11	Invited talk/Guest Lectures/Expert Lectures and FeedBack.	July-15 to October-15
12	NBA Meeting(Action plan, CO's-PO's Mapping etc.)	1 <sup>st</sup> week of July 15
13	Departmental meeting(Student Mentoring, Parent Meeting etc.)	4 <sup>th</sup> week of July-15
14	Group formation and Domain selection for Third Year Major Project.	4 <sup>th</sup> week of July-15
15	Project assignment and project Guide allotment (V).	4 <sup>th</sup> week of July-15
16	Softskill training program for second year Diploma students.	August -15
17	Aptitude training program for Third Year students.	August -15
18	Sending proposal for state level MSBTE paper presentation/technical quiz .	August -15
19	Preparation of first Class test question paper (III , V).	1 <sup>st</sup> week of August -15
20	Moderation of class test question paper for quality improvement and model answer paper.	1 <sup>st</sup> week of August -15
21	First class test (III , V) .	12.08.2015 to 14.08.2015
22	Student academic feedback and its analysis .	2 <sup>nd</sup> week of August-15
23	Remedial measures -I for weak students	3 <sup>rd</sup> week of August-15
24	Students' academic performance monitoring and counseling -I(III , V ),after Completion of class test paper assessment work.	4 <sup>th</sup> week of August-15
25	Parent Teacher Meeting -I and its analysis.	4 <sup>th</sup> week of August-15
26	Departmental meeting( Extra curricular and CO-Curricular, Class Test, Make Up Classes etc.)	4 <sup>th</sup> week of August-15
27	Career guidance for Third Year Student (Training and placement activity) .	4 <sup>th</sup> week of August -15
28	Make up classes for Direct second year admitted students,	2 <sup>nd</sup> week of August 15 to 1 <sup>st</sup> week of October 15
29	Teacher's day celebration :Extra Curricular Activity .	05.09.15
30	Engineer's day celebration & Co- Curricular Activity .	15.09.15
31	NBA Meeting( Class test attainment, Weak and Bright Students etc.)	3 <sup>rd</sup> week of September- 15
32	First Internal Academic monitoring(IAMC)	3 <sup>rd</sup> week of September 15
33	Project Synopsis submission .	3 <sup>rd</sup> and 4 <sup>th</sup> week of September 15
34	Preparation of second Class test question paper and model answer paper (III , V).	4 <sup>th</sup> week of September 15
35	Departmental meeting( Im-Plant Training)	4 <sup>th</sup> week of September 15



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36	Moderation of class test question paper as per NBA norms.	1st week of October 15
37	Practice/mock test for students ( To achieve CO-attainment).	1st week of October 15
38	Skill test	1 <sup>st</sup> week October 15
39	Second class test-II (III-sem , V-sem G-scheme).	15.10.15 to 17.10.15
40	Students Academic feedback and its analysis	2 <sup>nd</sup> week of October 15
41	Students' academic performance monitoring and counseling -2(III , V-G scheme ).	2 <sup>nd</sup> week of October 15
42	Parent teacher meeting –II feedback and analysis.	2 <sup>nd</sup> week of October 15
43	Departmental meeting(Course File,)	2 <sup>nd</sup> week of October 15
44	Submission of Term work (III-sem , V-sem).	3 <sup>rd</sup> week of October 15
45	Remedial measures for students having poor performance (III-sem , V-sem).	3 <sup>rd</sup> week of October 15
46	Final detention list (III , V).	23.10.15
47	MSBTE Winter-15 – Practical Examination.	26.10.15 To 07.11.15
48	Additional efforts for bright students	4 <sup>th</sup> week of October 15
49	Course End survey (III-sem , V-sem).	4 <sup>th</sup> week of October 15
50	Preparation of Newsletter –Department level .	1 <sup>st</sup> week of November 15
51	Winter Break (Diwali vacation) .	08.11.15 to 15.11.15
52	MSBTE Winter-15– Theory examination.	18.11.15 To 09.12.15
53	Faculty development program .	December 15
<b>Semester IV and VI (EVEN)</b>		
1	Commencement of Second term .	14.12.15 to 30.03.16
2	Preparation of TimeTable,departmental calender and handouts.	1st week of December 15
3	Action plan even semester 15-19 etc.	2nd week of December 15
4	Student & Mentor allocated as per the slot available for Im-Plantraining.	2nd week of December 15
5	Project work review (VI-semester) .	3rd week of December 15
6	Identifying faculty members for training programs department wise	3rd week of December 15
7	Identifying the final year projects for various project competitions(DIPEX, MSBTE etc.)	3rd week of December 15
8	Departmental meeting (Course file,Portfolio, Result analysis, Sports activities, etc.)	Last week of December 15
9	IDESSA –sports activity .	December 15 To February 16
10	Industrial visits .	January 16 to March 16
11	Invited talk/Guest Lectures/Expert Lectures and FeedBack.	January 16 to March 16
12	Project Progress Presentation-I.	1st week of January 16
13	Soft skill training program for Second year diploma students .	1st and 2nd week of January 16
14	Result analysis Winter-15.	2nd week of January 16
15	CO attainment -odd sem .	2nd week of January 16
16	Remedial measures for students having poor performance (IV , VI).	2nd week of January 16
17	Communication with the industry/organisation available for Training along with capacity & its confirmation.	3rd week of January 16
18	Preparation of first Class test question paper (IV, VI).	3 <sup>rd</sup> week of January 16
19	Moderation of class test question paper as per NBA norms and model answer paper	3 <sup>rd</sup> week of January 16
20	Departmental meeting (Class Test I, Teacher Parent meeting, Curricular and extra curricular activities/competition etc.)	3 <sup>rd</sup> week of January 16
21	Identifying the final year projects for various project competitions(DIPEX, MSBTE etc.)	4 <sup>th</sup> week of January 16
22	Alumini meet .	January 16



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23	Mock interview for Third year diploma students .	4 <sup>th</sup> week of January 16
24	Curricular and extra curricular activities/competition .	January/February 16
25	First class test .	28.01.16 To 30.01.16
26	Students academic feedback and its analysis	last week of January 16
27	Students' academic performance monitoring and counseling -1 .	1st week of January 16
28	Parent teacher meeting –III .	1st week of February 16
29	Project Progress Presentation-II.	1st week of February 16
30	Second internal Academic monitoring (IAMC) .	2 <sup>nd</sup> week of February 16
31	Filling Up information of Second Academic Monitoring 15-19	2nd week of February 16
32	Curricular and extra curricular activities/competition .	2 <sup>nd</sup> week of February 16
33	Second external monitoring .	3rd week of February 16
34	Departmental meeting (Syllabus completion, Class test II ,etc)	4 <sup>th</sup> week of February 16
35	Soft skill training program for Third year diploma students .	February 16
36	Departmental Meeting (Preparation of Newsletter, Syllabus completion etc.)	2 <sup>nd</sup> week of March 16
37	Preparation of Newsletter	2nd week of March 16
38	Preparation of second Class test question (IV, VI).	2 <sup>nd</sup> week of March 16
39	Moderation of class test question paper as per NBA norms paper and model answer paper.	3 <sup>rd</sup> week of March 16
40	Parent teacher meeting –IV.	3 <sup>rd</sup> week of March 16
41	Skill test	3 <sup>rd</sup> week of March 16
42	Second class test .	24.03.16 To 26.03.16.
43	Students feedback and its analysis	3 <sup>rd</sup> week of March 16
44	Final detention list .	30.03.16
45	Students' academic performance monitoring and counseling -1 .	3 <sup>rd</sup> week of March 16
46	MSBTE Summer-16– Practical examination .	31.03.16 To 10.04.16 .
47	Student Enrollment for Im-Plant training.	March 16
48	Training & Placement activity .-Carrier Guidance	March 16.
49	Faculty development program .	March 16.
50	Data collection of students willing to go for job .	March 16 To May 16.
51	Data collection of students going for entrepreneur /self-finance .	March 16 To May 16 .
52	Submission of completed course files to program head .	2 <sup>nd</sup> Week of April
53	Course End Survey	2 <sup>nd</sup> Week of April
54	Program Exit Survey	2 <sup>nd</sup> Week of April 16
55	MSBTE Summer-17 – Theory examination	11.04.16 To 03.05.16
56	Start of Academic Session 16-17.	20.06.16



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