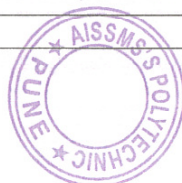


# All India Shri Shivaji Memorial Society's Polytechnic, Pune

## Department of Information Technology

Academic Calendar of Year 2018-2019

Sr. No	Details	Proposed Dates/Period
<b>Semester III and V (ODD)</b>		
1	Commencement of ODD Term of Academic Year(III- Semester of I-scheme , V- Semester of G-scheme).	18.06.18 to 10.10.18
2	Departmental information for website updation.	1 <sup>st</sup> week of June-18
3	Result analysis SUMMER-18.	2 <sup>nd</sup> week of June-18
4	Preparation of TimeTable,departmental calender and handouts.	2 <sup>nd</sup> week of June-18
5	CO attainment :Even semester 1918-18.	2 <sup>nd</sup> week of June-18
6	Departmental meeting(Course file,Portfolio, Result analysis etc.)	3 <sup>rd</sup> week of June-18
7	Formation of Academic Project Management Committee(V Sem)	4 <sup>th</sup> week of June-18
8	Microproject selection and allocation to Groups	4 <sup>th</sup> week of June-18
9	Summer Im-PlantTraining Feedback From Third Year Students.	4 <sup>th</sup> week of June-18
10	Sending proposal for state level MSBTE - FDP .	4 <sup>th</sup> week of June-18
11	Industrial visits and Feedbacks.	July-18 to October-18
12	Invited talk/Guest Lectures/Expert Lectures and FeedBack.	July-18 to October-18
13	NBA Meeting(Action plan, CO's-PO's Mapping etc.)	1st week of July 18
14	Spoken Tutorial ,Moocs,NPTEL Registration	1 <sup>st</sup> week of July-18
15	Departmental meeting(Student Mentoring,Parent Meeting etc.)	4 <sup>th</sup> week of July-18
16	Group formation and Domain selection for Third Year Major Project.	4 <sup>th</sup> week of July-18
17	Project assignment and project Guide allotment (V-semester).	4 <sup>th</sup> week of July-18
18	Softskill training program for second year Diploma students.	August -18
19	Aptitude training program for Third Year students.	August -18
20	Spoken Tutorial ,Moocs,NPTEL etc. online test	August -18
21	Sending proposal for state level MSBTE paper presentation/technical quiz .	August -18
22	Preparation of first Class test question paper.	2 <sup>nd</sup> week of August -18
23	Moderation of class test question paper for quality improvement and model answer paper.	3 <sup>rd</sup> week of August -18
24	First class test (III –semester I-scheme, V-semester G-scheme) .	13.08.1918 to 16.08.1918
25	Student academic feedback and its analysis .	4 <sup>th</sup> week of August-18
26	Remedial measures -I for weak students	4 <sup>th</sup> week of August-18
27	Students' academic performance monitoring and counseling -I(III , V ),after Completion of class test paper assessment work.	4 <sup>th</sup> week of August-18
28	Parent Teacher Meeting –I and its analysis.	4 <sup>th</sup> week of August-18
29	Departmental meeting( Extra curricular and CO-Curricular, Class Test, Make Up Classes etc.)	4 <sup>th</sup> week of August-18
30	Career guidance for Third Year Student (Training and placement activity)	4 <sup>th</sup> week of August -18
31	Make up classes for Direct second year admitted students,	2 <sup>nd</sup> wcek of August 18 to 1 <sup>st</sup> week of October 18
32	Teacher's day celebration :Extra Curricular Activity .	05.09.18
33	Engineer's day celebration & Co- Curricular Activity .	15.09.18
34	NBA Meeting( Class test attainment, Weak and Bright Students etc.)	3rd week of September- 18
35	First Internal Academic monitoring(IAMC)	3rd week of September 18
36	Project Synopsis submission .	4th week of September 18



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37	Preparation of second Class test question paper and model answer paper (III , V).	4th week of September 18
38	Departmental meeting( Im-PlantTraining)	4 <sup>th</sup> week of September 18
39	Moderation of class test question paper as per NBA norms.	1st week of October 18
40	Microproject Submission (III-semester)	1st and 2nd week of October 18
41	Skill test (V- semester G-scheme)	1 <sup>st</sup> week and 2 <sup>nd</sup> of October 18
42	Second class test-II (III-sem of I scheme , V-sem G-scheme).	08.10.18 to 10.10.18
43	StudentsAcademic feedback and its analysis	08.10.18 to 10.10.18
44	Students' academic performance monitoring and counseling -2(III I sechem, V-G scheme ).	12.10.18 to 15.10.18
45	Parent teacher meeting –II feedback and analysis.	2 <sup>nd</sup> week of October 18
46	Departmental meeting(Course File,)	2 <sup>nd</sup> week of October 18
47	Submission of Term work (III-sem , V-sem).	2 <sup>nd</sup> week of October 18
48	Remedial measures for students having poor performance (III-sem , V-sem).	2 <sup>nd</sup> week of October 18
49	Final detention list (III , V).	10.10.18
50	MSBTE Winter-18 – Practical Examination.	16.10.18 To 03.11.18
51	Additional efforts for bright students	2 <sup>nd</sup> week of October 18
52	Course End survey (III-sem , V-sem).	3 <sup>rd</sup> week of October 18
53	Preparation of Newsletter –Department level .	3rd week of October 18
54	Winter Break (Diwali vacation) .	05.11.18 to 10.11.18
55	MSBTE Winter-18– Theory examination.	13.11.18 To 07.12.18
56	Faculty development program .	December 18
<b>Semester IV and VI (EVEN)</b>		
1	Commencement of Second term .	11.12.18 to 23.03.19
2	Preparation of TimeTable,departmental calender and handouts.	1st week of December 18
3	Action plan even semester 18-19 etc.	2nd week of December 18
4	Student & Mentor allocated as per the slot available for Im-Plantraining.	2nd week of December 18
5	Project work review (VI-semester) .	3rd week of December 18
6	Identifying faculty members for training programs department wise	3rd week of December 18
7	Identifying the final year projects for various project competitions(DIPEX, MSBTE etc.)	3rd week of December 18
8	Departmental meeting (Course file,Portfolio, Result analysis, Sports activities, etc.)	Last week of December 18
9	IDESSA –sports activity .	December 18 To February 19
10	Industrial visits .	January 19 to March 19
11	Invited talk/Guest Lectures/Expert Lectures and FeedBack.	January 19 to March 19
12	Project Progress Presentation-I.	1st week of January 19
13	Soft skill training program for Second year diploma students .	1st and 2nd week of January 19
14	Result analysis Winter-18.	2nd week of January 19
15	CO attainment -odd sem .	2nd week of January 19
16	Remedial measures for students having poor performance (III, V).	2nd week of January 19
17	Communication with the industry/organisation available for Training along with capacity & its confirmation.	3rd week of January 19
18	Departmental meeting (Class Test I, Teacher Parent-meeting, Curricular	3 <sup>rd</sup> week of January 19



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	and extra curricular activities/competition etc.)	
18	Identifying the final year projects for various project competitions(DIPEX, MSBTE etc.)	3 <sup>rd</sup> week of January 18
19	Alumini meet .	January 19
21	Mock interview for Third year diploma students .	3rd and 4th week of January 19.
22	Curricular and extra curricular activities/competition .	January/February 19
23	Preparation of first Class test question paper (IV, VI).	3rd week of January 19
24	Moderation of class test question paper as per NBA norms and model answer paper	4th week of January 19
25	First class test .	04.02.19 To 06.02.19
26	Students academic feedback and its analysis	1st week of February 19
27	Students' academic performance monitoring and counseling -1 .	1st week of February 19
28	Parent teacher meeting –III .	1st week of February 19
29	Project Progress Presentation-II.	1st week of February 19
30	Second internal Academic monitoring (IAMC) .	2 <sup>nd</sup> week of February 19
31	Filling Up information of Second Academic Monitoring 18-19	2nd week of February 19
32	Curricular and extra curricular activities/competition .	2 <sup>nd</sup> week of February 19
33	Spoken Tutorial ,Moocs,NPTEL online test	3 <sup>rd</sup> week of February 19
34	Obtaining consent letter from parents/guardian for Im-Planttraining	3rd week of February 19
35	Second external monitoring .	3rd week of February 19
36	Departmental meeting (Syllabus completion, Class test II ,etc)	4 <sup>th</sup> week of February 19
37	Soft skill training program for Third year diploma students .	February 19
38	ImPlant Training Awareness session for SY (I-scheme)student .	4 <sup>th</sup> week of February 19
39	Submission of micro projects(III-sem I-scheme) .	1st and 2nd week of March 19
40	Preparation of second Class test question (IV, VI).	2 <sup>nd</sup> week of March 19
41	Departmental Meeting (Preparation of Newsletter, Syllabus completion etc.)	2 <sup>nd</sup> week of March 19
42	Preparation of Newsletter	2nd week of March 19
43	Moderation of class test question paper as per NBA norms paper and model answer paper.	3 <sup>rd</sup> week of March 19
44	Parent teacher meeting –IV.	3 <sup>rd</sup> week of March 19
45	Skill test(V semester G-Scheme)	3 <sup>rd</sup> week of March 19
	Second class test .	20.03.19 To 23.03.19.
46	Students feedback and its analysis	3 <sup>rd</sup> week of March 19
47	Final detention list .	23.03.19
48	Students' academic performance monitoring and counseling -1 .	3 <sup>rd</sup> week of March 19
49	MSBTE Summer-19– Practical examination .	25.03.19 To 04.04.19 .
50	Student Enrollment for Im-Plant training.	March 19
51	Training & Placement activity .-Carrier Guidance	March 19.
52	Faculty development program .	March 19.
53	Data collection of students willing to go for job .	March 19 To May 19.
54	Data collection of students going for entrepreneur /self-finance .	March 19 To May 19 .
55	Submission of completed course files to program head .	2 <sup>nd</sup> Week of April
56	Course End Survey	2 <sup>nd</sup> Week of April
57	Issue the letter to the industry /organization for the training along with the details of students & mentors.	2 nd week of April 19
58	Program Exit Survey	2 <sup>nd</sup> Week of April
59	MSBTE Summer-19 – Theory examination	16.04.19 To 07.05.19



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60	Im-Plant Training for SY (I-scheme) student & mentors to carry out a progress assessment during the Im-Plant training.	1st week of May to 2nd week of June 19
61	End of training assessment by mentor along with industry/organization expert as external examiner.	2nd week of June 19
62	Start of Academic Session 19-21.	17.06.19



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