

All India Shri Shivaji Memorial Society's Polytechnic, Pune

Department of Information Technology

Academic Calendar of Year 2019-2020

Sr. No	Details	Proposed Dates/Period
Semester III and V (ODD)		
1	Departmental information for website updation.	1 st week of June-19
2	Result analysis SUMMER-19.	2 nd week of June-19
3	Preparation of TimeTable,departmental calender and handouts.	2 nd week of June-19
4	CO attainment :Even semester 2019-20.	2 nd week of June-19
5	Commencement of ODD Term of Academic Year(III- Semester ,V- Semester).	26.06.19 to 12.10.19
6	Departmental meeting(Course file,Portfolio, Result analysis etc.)	3 rd week of June-19
7	Formation of Academic Project Management Committee(V Sem)	4 th week of June-19
8	Microproject selection and allocation to Groups	4 th week of June-19
9	Summer In-Plant Training Feedback From Third Year Students.	4 th week of June-19
10	Sending proposal for state level MSBTE - FDP .	4 th week of June-19
11	Industrial visits and Feedbacks.	July-19 to October-19
12	Invited talk/Guest Lectures/Expert Lectures and FeedBack.	July-19 to October-19
13	NBA Meeting(Action plan, CO's-PO's Mapping etc.)	1st week of July 19
14	SWAYAM ,Moocs,NPTEL Registration	1 st week of July-19
	Departmental meeting(Student Mentoring,Parent Meeting etc.)	4 th week of July-19
15	Group formation and Domain selection for Third Year Major Project.	4 th week of July-19
16	Project assignment and project Guide allotment (V).	4 th week of July-19
17	Softskill training program for second year Diploma students.	August -19
	Aptitude training program for Third Year students.	August -19
18	Spoken Tutorial ,Moocs,NPTEL etc. online test	August -19
19	Sending proposal for state level MSBTE paper presentation/technical quiz .	August -19
20	Preparation of first Class test question paper (III , V).	2 nd week of August -19
21	Moderation of class test question paper for quality improvement and model answer paper.	3 rd week of August -19
22	First class test (III , V) .	4 th week of August-19
23	Student academic feedback and its analysis .	4 th week of August-19
24	Remedial measures – class test-1 for weak students	4 th week of August-19
25	Students' academic performance monitoring and counseling -1(III , V),after Completion of class test paper assessment work.	4 th week of August-19
26	Parent Teacher Meeting –I and its analysis.	4 th week of August-19
27	Departmental meeting(Extra curricular and CO-Curricular, Class Test, Make Up Classes etc.)	4 th week of August-19
28	Career guidance for Third Year Student (Training and placement activity) .	4 th week of August -19
29	Make up classes for Direct second year admitted students,	2 nd week of august to 1 st week of October 19
30	Teacher's day celebration :Extra Curricular Activity .	05.09.19
31	Engineer's day celebration & Co- Curricular Activity .	15.09.19
32	NBA Meeting(Class test attainment, Weak and Bright Students etc.)	3rd week of September-19
33	First Internal Academic monitoring(IAMC)	3rd of September 19
34	Project Synopsis submission .	3rd and 4th week of



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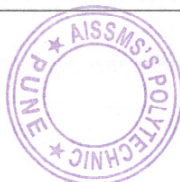
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		September 19
35	Collecting information about industry /organization available for in-plant training along with the capacity.	3rd and 4th week of September 19
36	Departmental meeting(In-plant Training)	4th week of September 19
37	Preparation of first Class test question paper (III , V).	4 th week of September 19
38	Moderation of class test question paper for quality improvement and model answer paper.	1st week of October 19
39	Microproject Submission	1st and 2nd week of October 19
40	Second class test-II (III-sem , V-sem).	09.10.19 to 11.10.19
41	Students feedback and its analysis	09.10.19 to 11.10.19
42	Students' academic performance monitoring and counseling -2(III I, V).	12.10.19 to 15.10.19
43	Parent teacher meeting –II feedback and analysis.	12.10.19
44	Departmental meeting(Course File,)	2 nd week of October 19
45	In-Plant Training Awareness session for SY (I-scheme)student .	2 nd week of October 19
46	Student Enrollment for In-Plant training.	2 nd week of October 19
47	Submission of Term work (III-sem , V-sem).	2 nd week of October 19
48	Remedial measures for students having poor performance (III-sem , V-sem).	2 nd week of October 19
49	Final detention list (III , V).	12.10.19
50	MSBTE Winter-19 – Practical Examination.	14.10.19 To 22.10.19
	Additional efforts for bright students	2 nd week of October 19
51	Course End survey (III-sem , V-sem).	3 rd week of October 19
52	Preparation of Newsletter –Department level .	3rd week of October 19
53	Winter Break (Diwali vacation) .	25.10.19 to 29.10.19
54	MSBTE Winter-19– Theory examination.	14.11.19 To 05.12.19
55	Faculty development program .	December 19
Semester IV and VI (EVEN)		
1	Commencement of Second term .	9.12.19 to 27.03.20
2	Preparation of TimeTable,departmental calender and handouts.	1st week of December 19
3	Action plan even semester 19-20 etc.	2nd week of December 19
4	Student & Mentor allocated as per the slot available for in-plant training.	2nd week of December 19
5	Project work review (VI-sem) .	3rd week of December 19
6	Identifying faculty members for training programs department wise	3rd week of December 19
7	Identifying the final year projects for various project competitions(DIPEX, MSBTE etc.)	3rd week of December 19
8	Departmental meeting (Course file,Portfolio, Result analysis, Sports activities, etc.)	Last week of December 19
9	IDESSA –sports activity .	December 19 To February 20
10	Industrial visits .	January 20 to March 20
11	Invited talk/Guest Lectures/Expert Lectures and FeedBack.	1 st week of January 20 to 1 st week of March 20



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12	Project Progress Presentation-I.	1st week of January 20
13	Soft skill training program for Second year diploma students .	January 20
14	Result analysis Winter-19.	2nd week of January 20
15	CO attainment -odd sem .	2nd week of January 20
16	Remedial measures for students having poor performance (IV , VI).	2nd week of January 20
17	Communication with the industry/organisation available for Training along with capacity & its confirmation.	3rd week of January 20
18	Preparation of first Class test question paper (IV, VI).	3rd week of January 20
19	Moderation of class test question paper as per NBA norms and model answer paper	4th week of January 20
20	Departmental meeting (Class Test I, Teacher Parent meeting, Curricular and extra curricular activities/competition etc.)	Last week of January 20
21	Identifying the final year projects for various project competitions(DIPEX, MSBTE etc.)	Last week of January 19
22	Alumini meet .	January 20
23	Curricular and extra curricular activities/competition .	January/February 20
24	First class test .	05.02.20 To 07.02.20
25	Students academic feedback and its analysis	05.02.20 To 07.02.20
26	Students' academic performance monitoring and counseling -1 .	1st week of February 20
27	Parent teacher meeting -III .	1st week of February 20
28	Project Progress Presentation-II.	1st week of February 20
29	Submission of micro projects .	1st and 2nd week of March 20
30	Second internal Academic monitoring (IAMC) .	2 nd week of February 20
31	Filling Up information of Second Academic Monitoring 19-20	2nd week of February 20
32	Cultural activities.	2 nd week of February 20
33	Spoken Tutorial ,Moocs,NPTEL online test	3 rd week of February 20
34	Obtaining consent letter from parents/guardian for in-plant training	3rd week of February 20
35	Second external monitoring .	3rd week of February 20
36	Mock interview for Third year diploma students .	3rd and 4th week of January 20.
37	Departmental meeting (Syllabus completion, Class test II	Last week of February 20
38	Soft skill training program for Third year diploma students .	February 20
39	Preparation of second Class test question (IV, VI).	2 nd week of March 20
40	Moderation of class test question paper as per NBA norms paper and model answer paper.	3 rd week of March 20
41	Second class test .	25.03.20 to 27.03.20
42	Departmental Meeting (Preparation of Newsletter, Syllabus completion etc.)	2 nd week of March 20
43	Preparation of Newsletter.	2nd week of March 20
44	Parent teacher meeting -IV.	3 rd week of March 20
45	Students feedback and its analysis	3 rd week of March 20
46	Final detention list .	27.03.20
47	Students' academic performance monitoring and counseling -1 .	28.03.20
49	MSBTE Summer-19- Practical examination .	31.03.20 To 09.04.20 .
51	Training & Placement activity .-Carrier Guidance	March 20.
52	Faculty development program .	March 20.
53	Data collection of students willing to go for job .	March 20 To May 20.



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54	Data collection of students going for entrepreneur /self-finance .	Marchch 20 To May 20 .
55	Submission of completed course files to HOD .	2 nd Week of April
56	Course End Survey	2 nd 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 20
58	Program Exit Survey	2 nd Week of April
59	MSBTE Summer-20 – Theory examination	16.04.20 To 07.05.20
60	In-Plant Training for SY (I-scheme) student & mentors to carry out a progress assessment during the in-plant training.	1st week of May to 2nd week of June 20
61	End of training assessment by mentor along with industry/organization expert as external examiner.	2nd week of June 20
62	Start of Academic Session 20-21.	17.06.20



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