



AISSMS

POLYTECHNIC

CENTER OF ACADEMIC EXCELLENCE

Approved by AICTE New Delhi, Recognized by the
Government of Maharashtra and Affiliated to MSBTE, Mumbai



INSTITUTE ACADEMIC CALENDAR

AY-2018-2019

ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S POLYTECHNIC
Institute academic calendar (2018-2019)

ODD SEMESTER (2018-2019)		
S No.	Activity	Date & Time
1.	Preparation of time table	11.06.18 To 15.06.18
2.	Guidance session for diploma engineering admission process	12.06.18
3.	Facilitation (Counselling center) for first year admission process	04.06.18 till last cap round
4.	Result analysis Summer 2018	11.06.18 To 15.06.18
5.	CO attainment: Even semester 2017-18	11.06.18 To 15.06.18
6.	NBA meeting (criteria 1-9)	3 rd week of June 18
7.	First Term (III 'I-scheme', V 'G-scheme')	18.06.18 To 11.10.18
8.	Rajarshi Shahu Chhatrapati Jayanti Celebration	26.06.18
9.	Summer In-Plant Training feedback from Third Year students	4 th week of June 18
10.	NBA meeting (Action plan odd semester 18-19 ,Newsletter etc)	1 st week of July 18
11.	Entrepreneurship Awareness as well as Development program conducted under DST-NIMAT project of EDII-Ahmedabad.	1 st week of July 18
12.	Soft skill training program for second year diploma students	1 st and 2 nd week of July 18
13.	Aptitude Training program for third year diploma students	3 rd and 4 th week of July 18
14.	Guidance of IOIT team members on prequalifier	2 nd week of July 18
15.	Departmental meeting (NBA prequalifier)	1 st week of July 18
16.	Departmental meeting (Project allotment)	3 rd and 4 th week of July 18
17.	Project Assignment and Project guide allotment (V G)	3 rd and 4 th week of July 18
18.	Industrial visits & feedback	July 18 to October 18
19.	Invited talk/Guest lectures/Expert lectures & feedback	July 18 to October 18
20.	NBA meeting (prequalifier)	3 rd week of July 18
21.	First Term (Sem1- I-scheme)	16.07.18 To 26.10.18
22.	Departmental meeting (Sem1- I-scheme)	2 nd week of July 18
23.	First class test (III -I, V- G) (Class test question paper n model answer)	4 th week of July 18
24.	Sending proposal for State level MSBTE paper presentation/ Technical Quiz competition	August 18
25.	Identifying faculty members for training programs (department wise)	1 st week of August 18
26.	Moderation of class test question paper for quality improvement	1 st week of August 18
27.	Entrepreneurship Awareness as well as Development program	1 st week of August 18


ODD SEMESTER (2018-2019)		
S No.	Activity	Date & Time
	conducted under DST-NIMAT project of EDII-Ahmedabad.	
28.	72 nd Independence day celebration	15.08.19
29.	First class test (III -I, V-G)	13.08.18 To 16.08.18
30.	Student feedback on facility & its analysis (Prescribed format)	13.08.18 To 16.08.18
31.	Remedial measures-1 for Weak students (Sem-III & V)	18.08.18 To 21.08.18
32.	Students' academic performance monitoring and counseling -1(III G, V G)	18.08.18 To 21.08.18
33.	Parent teacher meeting (Parents feedback & its analysis)	18.08.18 To 21.08.18
34.	NBA meeting	2 nd week of August 18
35.	Carrier guidance for Third Year Student (Training and placement activity)	3 rd week of August 18
36.	GB and LMC meeting	4 th week of August 18
37.	First class test (1 I-scheme) (Class test question paper n model answer)	3 rd week of August 18
38.	NBA meeting (criteria 1-9)	3 rd week of August 18
39.	Moderation of class test question paper as per NBA norms	4 th week of August 18
40.	First class test (Sem1- I-scheme)	10.09.18 to 12.09.18
41.	Student feedback on facility & its analysis (Prescribed format)	10.09.18 to 12.09.18
42.	Remedial measures-1 for Weak students (Sem-I)	14.09.18 to 17.09.18
43.	Students' academic performance monitoring and counseling - 1(Sem1- I-scheme)	14.09.18 to 17.09.18
44.	Parent teacher meeting (Parents feedback & its analysis)	14.09.18 to 17.09.18
45.	Vishakha cell meeting	1 st week of September 18
46.	Grievance & redressal cell meeting	1 st week of September 18
47.	Medical facility routine check report	2 nd week of September 18
48.	Maintenance & Security routine check report	2 nd week of September 18
49.	Entrepreneurship Awareness as well as Development program conducted under DST-NIMAT project of EDII-Ahmedabad.	1 st week of September 18
50.	Teacher's day celebration	05.09.18
51.	Make up classes for direct second year admitted students	05.09.18 to 11.10.18
52.	NBA meeting	1 st week of September 18
53.	First internal academic monitoring (IAMC)	1 st week of September 18
54.	Filling up information of 1 st academic monitoring 18-19	1 st week of September 18
55.	Extracurricular/Co-curricular activities	2 nd week of September 18

ODD SEMESTER (2018-2019)

S No.	Activity	Date & Time
56.	Preparation of Newsletter –Institute level-01 per semester	2 nd week of September 18
57.	Preparation of Newsletter –department level -at least 01	2 nd week of September 18
58.	NBA meeting	2 nd week of September 18
59.	Soft skill training program for First year diploma students	3 rd and 4 th week of September 18
60.	Engineer's day celebration	15.09.18
61.	Project Synopsis submission	3 rd and 4 th week of September 18
62.	Defining projects for DIPEX, MSBTE etc. project competitions.	3 rd and 4 th week of September 18
63.	Entrepreneurship Awareness as well as Development program conducted under DST-NIMAT project of EDII-Ahmedabad.	3 rd week of September 18
64.	NBA meeting	3 rd week of September 18
65.	Second class test (III -I, V- G) (Class test question paper and model answer)	4 th week of September 18
66.	Moderation of class test question paper as per NBA norms	1 st week of October 18
67.	Second class test (III -I, V- G)	08.10.18 to 10.10.18
68.	Skill test (MSBTE internal practical examination of 30 marks)(V- G)	1 st and 2 nd week of October 18
69.	Student feedback on academics & its analysis (Prescribed format)	11.10.18 to 13.10.18
70.	Parent teacher meeting (Parents feedback & its analysis)	11.10.18 to 13.10.18
71.	Students' academic performance monitoring and counseling -2(III G, V G)	08.10.18 to 10.10.18
72.	Mock NBA visit (IOIT)	1 st week of October 18
73.	Remedial measures-2 for Weak students (Sem-III & V)	12.10.18 to 14.10.18
74.	Submission of Term work (III -I, V- G)	1 st week of October 18
75.	Additional efforts for Bright students (III -I, V- G)	2 nd week of October 18
76.	Course End survey (III -I, V- G)	11.10.18 to 13.10.18
77.	Final detention list (III -I, V- G)	10.10.18
78.	Departmental meeting (Course file)	14.10.18
79.	NBA –internal visit	13.10.18
80.	Second class test (Sem1- I-scheme) (Class test question paper and model answer)	2 nd week of October 18
81.	Moderation of class test question paper as per NBA norms	1 st week of October 18
82.	Second class test (Sem1- I-scheme)	2 nd week of October 18
83.	Student feedback on academics & its analysis (D14 - CIANN-17)	24.10.18 to 26.10.18

ODD SEMESTER (2018-2019)		
S No.	Activity	Date & Time
84.	Parent teacher meeting (Parents feedback & its analysis)	24.10.18 to 26.10.18
85.	Course end survey (Sem1- I-scheme)	24.10.18 to 26.10.18
86.	Remedial measures-2 for Weak students (Sem-I)	1 st week of November 18
87.	NBA –internal visit	3 rd week of October 18
88.	Remedial measures for students having poor performance (Sem1- I-scheme)	4 th week of October 18
89.	Submission of Term work & microproject (Sem1- I-scheme)	4 th week of October 18
90.	Additional efforts for Bright students (III -I, V- G)	4 th week of October 18
91.	NBA –internal visit	4 th week of October 18
92.	Final detention list (Sem1- I-scheme)	26.10.18
93.	Departmental meeting (Course file) (Sem1- I-scheme)	29.10.18
94.	Winter Break (Diwali vacation)	05.11.18 to 10.11.18
95.	MSBTE Winter-18 – Practical examination	16.10.18 To 03.11.18
96.	Faculty development program	1 st week of December 18
97.	NBA -meeting	2 nd week of November 18
98.	MSBTE Winter-18– Theory examination	13.11.18 To 07.12.18
99.	NBA –internal visit	3 rd week of November 18
100.	Distribution Center (DC)	11.11.18 To 07.12.18
101.	Regional assessment Center (RAC)	16.11.18 To 20.12.18
102.	Updating Website	December 18




 (Shri S.K. Giram)
 Principal
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EVEN SEMESTER (2018-2019)		
SNo.	Activity	Date & Time
1.	Preparation of time table	1 st week of December 18
2.	Action plan even semester 18-19	2 nd week of December 18
3.	Departmental meeting	2 nd week of December 18
4.	Second term	11.12.18 to 23.03.19
5.	NBA -meeting	December 18, 1 per week
6.	Project work review (VI G)	3 rd week of December 18
7.	Submission of NBA prequalifier	3 rd week of December 18
8.	Soft skill training program for first year diploma students	3 rd and 4 th week of December 18
9.	GB and LMC meeting	3 rd and 4 th week of December 18
10.	AICTE feeling up information	3 rd and 4 th week of December 18
11.	Preparation of NBA SAR	December 18 / January 19
12.	DST, MODROB project proposals and funding	December 18 To January 19
13.	IDESSA –sports activity	December 18 To January 19
14.	identifying faculty members for training programs department wise)	3 rd week of December 18
15.	Identifying the final year projects for various project competitions	3 rd week of December 18
16.	NBA -meeting	1 st week of January 2019
17.	Declaration of MSBTE result	2 nd week of January 2019
18.	Result analysis Winter-18	2 nd week of January 2019
19.	CO attainment :Odd semester 2018-19	2 nd week of January 2019
20.	Soft skill training program for Second year diploma students	1 st and 2 nd week of January 19`
21.	Technical quiz / Paper presentation competition	January/February 2019
22.	Preparation of NBA SAR	February 2019
23.	Alumina meet (feedback & its analysis)	26.01.19
24.	Remedial measures for students having poor performance in W-18 Exam.	20.01.19 To 20.03.19
25.	Cultural activity	1 st week of February 19
26.	Industrial visits (feedback & its analysis)	01.01.19 to 28.02.19
27.	Guest lectures (feedback & its analysis)	01.01.19 to 28.02.19
28.	NBA meeting (planning for remaining programs)	3 rd week of January 19

EVEN SEMESTER (2018-2019)

S No.	Activity	Date & Time
29.	Soft skill training program for Third year diploma students	3 rd and 4 th week of January 19
30.	First class test (Class test question paper and model answer)	3 rd week of January 19
31.	Moderation of class test question paper as per NBA norms	4 th week of January 19
32.	First class test	04.02.19 To 06.02.19
33.	Student feedback on facility & its analysis (Prescribed format)	04.02.19 To 06.02.19
34.	Remedial measures-1 for Weak students	04.02.19 To 06.02.19
35.	Students' academic performance monitoring and counseling -1	04.02.19 To 06.02.19
36.	Parent teacher meeting (Parents feedback & its analysis)	04.02.19 To 06.02.19
37.	NBA meeting	05.02.19
38.	Second internal Academic monitoring (IAMC)	1 st week of February 19
39.	Filling up information of 2 nd academic monitoring 18-19	1 st week of February 19
40.	Vishakha cell meeting	1 st week of February 19
41.	Grievance & redressal cell meeting	1 st week of February 19
42.	Medical facility routine check meeting	2 nd week of February 19
43.	Maintenance & Security routine check meeting	2 nd week of February 19
44.	Preparation of Newsletter –Institute level-01 per semester	2 nd week of February 19
45.	Preparation of Newsletter –department level -at least 01	2 nd week of February 19
46.	Mock interview for Third year diploma students	3 rd and 4 th week of January 19
47.	Chhatrapati Shivjayanti Celebration	19.02.19
48.	Second external monitoring	3 rd week of February 19
49.	Project seminar (VI G)	17.02.19 to 17.03.19
50.	Science day celebration & Prize distribution	28.02.19
51.	Second class test (Class test question paper and model answer)	1 st week of Mar 19
52.	Moderation of class test question paper as per NBA norms	2 nd week of Mar 19
53.	NBA meeting	2 nd week of Mar 19
54.	Second class test	20.03.19 To 23.03.19
55.	Course End Survey	20.03.19 To 23.03.19
56.	Program Exit Survey	20.03.19 To 23.03.19
57.	Students feedback-academics & its analysis (D14-CIANN 17)	20.03.19 To 23.03.19
58.	Students' academic performance monitoring and counseling -1	20.03.19 To 23.03.19

EVEN SEMESTER (2018-2019)		
SNo.	Activity	Date & Time
59.	Parent teacher meeting (Parents feedback & its analysis)	20.03.19 To 23.03.19
60.	Remedial measures-2 for Weak students	24.03.19 To 26.03.19
61.	In-Plant Training Awareness session for SY (I-scheme)student	20.03.19 To 23.03.19
62.	Training & Placement activity- Carrier Guidance	March 19 To May 19
63.	Submission of Term Work & micro projects (1-3-sem-I scheme)	2 nd week of Mar 19
64.	Additional efforts for Bright students	3 rd week of Mar 19
65.	SUBMISSION of NBA-SAR (Prequalified programs)	3 rd week of Mar 19
66.	Final detention list	23.03.19
67.	NBA meeting	4 th week of Mar 19
68.	Updating ERP data	4 th week of Mar 19
69.	Submission of completed course files to HOD	04.04.19
70.	GB and LMC meeting	4 th week of Mar 19
71.	MSBTE Summer-19– Practical examination	25.03.19 To 04.04.19
72.	Faculty development program	08.04.19 to 10.04.19
73.	NBA meeting (course file)	05.04.19
74.	Purchase meeting	April 2019
75.	MSBTE Summer-19 – Theory examination	11.04.19 To 07.05.19
76.	In-Plant Training for SY (I-scheme) student	1 st week of May to 2 nd week of June 19
77.	Distribution Center (DC)	09.04.19 To 07.05.19
78.	Regional assessment Center (RAC)	15.04.19 To 05.05.19
79.	Staff selection meeting	May 2019
80.	Guidance session for diploma engineering admission process	1 st week of June 19
81.	Counselling center for first year admission process	1 st week of June 19
82.	Declaration of MSBTE result	2 nd week of June 2019
83.	Start of Academic Session 2019-20	17.06.19




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