



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-2019-2020

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

ODD SEMESTER (2019-2020)		
S No.	Activity	Date & Time
1.	Preparation of time table, department calendar& Handouts	17.06.19TO22.06.19
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.	Guidance session for diploma engineering admission process	07.06.2019
6.	Facilitation (Counselling center) for first year admission process	From 27.05.19 till last cap round
7.	Result analysis Summer 2019 Examination	11.06.19 TO 17.06.19
8.	CO attainment: even semester 2018-19	11.06.19 TO 17.06.19
9.	Implementation of reward (best practices)	3 rd week of June 19
10.	Update Institute Website	2 nd week of June 19
11.	Update Library	2 nd week of June 19
12.	NBA meeting (Action plan odd semester 19-20 ,Newsletter etc)	08.06.19
13.	NBA meeting (I &P-files)	June 19 –as per necessity
14.	Rajarshi Shahu Chhatrapati Jayanti Celebration	26.06.19
15.	Summer In-Plant Training feedback from Third Year students	4 th week of June 19
16.	NBA meeting	July 19–as per necessity
17.	Departmental meeting (Project allotment)	3 rd and 4 th week of July 19
18.	Project Assignment and Project guide allotment	3 rd and 4 th week of July 19
19.	Industrial visits (feedback & feedback analysis)	July 19 TO October 19
20.	Invited talk/Guest lectures/Expert lectures(feedback & feedback analysis)	July 19 TO October 19
21.	First semester - Preparation of time table, department calendar & Handouts	24.06.19 To 30.06.19
22.	First term :sem I	01.07.19 TO 16.10.19
23.	Departmental meeting Sem 1 : CIANN-17, Course file ,Awareness of action plan odd sem	1 st week of July 19
24.	Sending proposal for State level MSBTE paper presentation/ Technical Quiz competition	August 19
25.	Soft skill training program for second year diploma students	August 19
26.	Aptitude Training program for third year diploma students	August 19
27.	Identifying faculty members for training programs	1 st week of August 19

ODD SEMESTER (2019-2020)

S No.	Activity	Date & Time
28.	First class test (Sem-III, V) (Class test question paper n model answer)	1 st week of August 19
29.	Moderation of class test question paper for quality improvement	1 st week of August 19
30.	NBA meeting	August 19–as per necessity
31.	Entrepreneurship Awareness as well as Development program conducted under DST-NIMAT project of EDII-Ahmedabad.	1 st week of August 19
32.	73 rd Independence day celebration	15.08.19
33.	First class test (Sem-III , V)	21.08.19 TO 23.08.19
34.	Student feedback on facility & its analysis	21.08.19 TO 23.08.19
35.	Remedial measures-1 for Weak students (Sem-III & V)	24.08.19 TO 27.08.19
36.	Students' academic performance monitoring and counseling -1(III , V)	24.08.19 TO 27.08.19
37.	Parent teacher meeting (Parents feedback & its analysis)	24.08.19 TO 27.08.19
38.	GB and LMC meeting	3 rd week of September 19
39.	First class test (Sem-I) (Class test question paper n model answer)	2 nd week of August 19
40.	Moderation of class test question paper as per NBA norms	2 nd week of August 19
41.	Winter 19 MSBTE-Exam form filling	13.08.19 To 06.09.19
42.	First class test (Sem1- I-scheme)	28.08.19 TO 30.08.19
43.	Student feedback on facility & its analysis	28.08.19 TO 30.08.19
44.	Remedial measures-1 for Weak students (Sem-I)	28.08.19 TO 30.08.19
45.	Students' academic performance monitoring and counseling -1 (Sem1- I-scheme)	28.08.19 TO 30.08.19
46.	Parent teacher meeting (Parents feedback & its analysis)	28.08.19 TO 30.08.19
47.	Make up classes for direct second year admitted students	01.09.19 To 16.10.19
48.	Teacher's day celebration	05.09.19
49.	NBA meeting	September 19–as per necessity
50.	First internal academic monitoring (IAMC)	3 rd week of September 19
51.	Filling up information of 1 st academic monitoring 19-20	3 rd week of September 19
52.	Extracurricular/Co-curricular activities	2 nd week of September 19
53.	Preparation of Newsletter –Institute level-01 per semester	2 nd week of September 19
54.	Preparation of Newsletter –department level -at least 01	2 nd week of September 19
55.	Soft skill training program for First year diploma students	September 19
56.	Engineer's day celebration	15.09.19
57.	Project Synopsis submission	3 rd and 4 th week of September 19

ODD SEMESTER (2019-2020)		
S No.	Activity	Date & Time
58.	Defining projects for DIPEX, MSBTE etc. project competitions.	3 rd and 4 th week of September 19
59.	Entrepreneurship Awareness as well as Development program conducted under DST-NIMAT project of EDII-Ahmedabad.	3 rd week of September 19
60.	AISSMS-JUNIOR SCIENTIST -2019	3 rd week of September 19
61.	NBA –MOCK (Internal) & analysis	4 th week of September 19
62.	Second class test (III , V) (Class test question paper and model answer)	4 th week of September 19
63.	Moderation of class test question paper as per NBA norms	4 th week of September 19
64.	Skill test (MSBTE internal practical examination of 30 marks)(V)	4 th week of September 19
65.	Vishakha cell meeting	4 th week of September 19
66.	Grievance & redressal cell meeting	4 th week of September 19
67.	First External academic monitoring (EAMC)	1 st week of October 19
68.	Second class test (III,V)	09.10.19 TO 11.10.19
69.	Students feedback-academics & its analysis (D-14- CIANN-17)	09.10.19 TO 11.10.19
70.	Remedial measures-2 for Weak students (Sem-III & V)	12.10.19 TO 14.10.19
71.	Students' academic performance monitoring and counseling -2(III G, VG)	12.10.19
72.	Parent teacher meeting & its analysis	12.10.19
73.	Submission of Term work & micro project (Sem-III, V)	1 st week of October 19
74.	Additional efforts for Bright students (Sem-III, V)	2 nd week of October 19
75.	Course End survey (Sem-III, V)	4 th week of September 19
76.	Final detention list (Sem-III, V)	12.10.19
77.	Entrepreneurship Awareness as well as Development program conducted under DST-NIMAT project of EDII-Ahmedabad.	October 19
78.	Departmental meeting (Course file)	14.10.19
79.	NBA –MOCK (IOIT) visit & analysis	2 nd week of October 19
80.	Second class test (Sem1) (Class test question paper and model answer)	4 th week of September 19
81.	Moderation of class test question paper as per NBA norms	4 th week of September 19
82.	Second class test (Sem1)	14.10.19 TO 16.10.19
83.	Course end survey (Sem1)	14.10.19 TO 16.10.19
84.	Students feedback-academics & its analysis (Sem I) (D-14- CIANN-17)	14.10.19 TO 16.10.19
85.	Submission of Term work & micro project (Sem-I)	14.10.19 TO 16.10.19
86.	Remedial measures-2 for Weak students (Sem-I)	17.10.19 TO 19.10.19
87.	Students' academic performance monitoring and counseling -2 (Sem I)	17.10.19 TO 19.10.19

ODD SEMESTER (2019-2020)		
S No.	Activity	Date & Time
88.	Parent teacher meeting & its analysis	17.10.19 TO 19.10.19
89.	Additional efforts for Bright students (Sem-III, V)	3 rd week of October 19
90.	NBA –internal visit & its analysis	3 rd week of October 19
91.	Final detention list (Sem1)	16.10.19
92.	Departmental meeting (Course file) (Sem1)	17.10.19
93.	Medical facility routine check report	3 rd week of October 19
94.	Maintenance & Security routine check report	3 rd week of October 19
95.	Winter Break (Diwali vacation)	25.10.19 To 29.10.19
96.	MSBTE Winter-19 – Practical examination (Sem-III, V)	14.10.19 TO 22.10.19
97.	MSBTE Winter-19 – Practical examination (Sem-I)	18.10.19 TO 25.10.19
98.	Faculty development program	October 19
99.	NBA -meeting	November 19–as per necessity
100.	MSBTE Winter-19– Theory examination	14.11.19 TO 05.12.19
101.	NBA –MOCK visit & feedback analysis	3 rd week of November 19
102.	Distribution Center (DC)	11.11.19 TO 05.12.19
103.	Regional assessment Center (RAC)	20.11.19 TO 15.12.19
104.	Update Institute Website	1 st week of December 19
105.	NBA –MOCK visit & feedback analysis	1 st week of December 19



(Shri S.K. Giram)
Principal
AIS SMS's Polytechnic



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


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	09.12.19TO27.03.20
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.	GB and LMC meeting	1 st week of December 19
9.	AICTE feeling up information	3 rd and 4 th week of December 19
10.	DST, MODROB project proposals and funding	March 2020
11.	IDESSA –sports activity	December 19TO January 20
12.	identifying faculty members for training programs department wise)	3 rd week of December 19
13.	Identifying the final year projects for various project competitions	3 rd week of December 19
14.	NBA -meeting	1 st week of January 2020
15.	Declaration of MSBTE result	2 nd week of January 2020
16.	Result analysis Winter-19 Examination	2 nd week of January 2020
17.	CO attainment :odd semester 19-20	2 nd week of January 2020
18.	Remedial measures for students having poor performance in W-19 Exam.	3 rd week of January 2020
19.	Implementation of reward (best practices)	3 rd week of January 2020
20.	Update odd semester course file	4 th week of January 2020
21.	Soft skill training program for Second year diploma students	January 2020
22.	Technical quiz / Paper presentation competition	January/February 2020
23.	Alumina meet (feedback-feedback analysis)	26.01.20
24.	Cultural activity	2 nd week of February 20
25.	Update Library	2 nd week of February 20
26.	Medical facility routine check meeting	2 nd week of February 20
27.	Maintenance & Security routine check meeting	2 nd week of February 20
28.	Vishakha cell meeting	2 nd week of February 20

EVEN SEMESTER (2019-2020)		
S No.	Activity	Date & Time
29.	Grievance & redressal cell meeting	2 nd week of February 20
30.	Update performance appraisal	2 nd week of February 20
31.	Industrial visits (feedback & feedback analysis)	01.01.20 TO 28.02.20
32.	Guest lectures (feedback & feedback analysis)	01.01.20 TO 28.02.20
33.	Soft skill training program for Third year diploma students	February 2020
34.	First class test (Class test question paper and model answer)	4 th week of January 20
35.	Moderation of class test question paper as per NBA norms	4 th week of January 20
36.	First class test	05.02.20 TO 07.02.20
37.	Student feedback on facility & feedback analysis	05.02.20 TO 07.02.20
38.	Remedial measures-1 for Weak students	08.02.20 TO 11.02.20
39.	Students' academic performance monitoring and counseling -1	08.02.20 TO 11.02.20
40.	Parent teacher meeting & Parents feedback -feedback analysis	08.02.20 TO 11.02.20
41.	Second internal Academic monitoring (IAMC)	2 nd week of February 20
42.	Filling up information of 2 nd academic monitoring 19-20	2 nd week of February 20
43.	Preparation of Newsletter –Institute level-01 per semester	2 nd week of February 20
44.	Preparation of Newsletter –department level -at least 01	2 nd week of February 20
45.	Mock interview for Third year diploma students	February 2020
46.	Chhatrapati Shivjayanti Celebration	19.02.20
47.	Second external monitoring (EAMC)	4 th week of February 20
48.	Project seminar (VI)	17.02.20 TO 17.03.20
49.	Science day celebration & Prize distribution	28.02.20
50.	Second class test (Class test question paper and model answer)	2 nd week of Mar 20
51.	Moderation of class test question paper as per NBA norms	2 nd week of Mar 20
52.	Submission of Term work – micro project (Sem-I)	3 rd week of March 20
53.	Second class test	25.03.20 TO 27.03.20
54.	Student feedback on academics & its analysis (D-14- CIANN-17)	25.03.20 TO 27.03.20
55.	Course end survey	25.03.20 TO 27.03.20
56.	Program Exit Survey	25.03.20 TO 27.03.20
57.	Remedial measures-2 for Weak students	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

EVEN SEMESTER (2019-2020)

SNo.	Activity	Date & Time
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.	GB and LMC meeting	4 th week of Mar 20
67.	MSBTE Summer-20– Practical examination	31.03.20 TO 09.04.20
68.	Faculty development program	March 2020
69.	NBA meeting (planning for remaining programs)	10.04.20
70.	Purchase meeting	April 2020
71.	MSBTE Summer-20 – Theory examination	16.04.20 TO 07.05.20
72.	In-Plant Training for SY (I-scheme) student	6 week after completion of IV-sem
73.	Distribution Center (DC)	14.04.20 TO 07.05.20
74.	Regional assessment Center (RAC)	21.04.20 TO 20.05.20
75.	Staff selection meeting	May 2020
76.	Guidance session for diploma engineering admission process	1 st week of June 20
77.	Counselling center for first year admission process	1 st week of June 20
78.	Declaration of MSBTE result	2 nd week of June 2020
79.	Start of Academic Session 2020-21	17.06.20




(Shri S.K.Giram)
Principal
AISSMS's Polytechnic

ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S POLYTECHNIC, PUNE-1

Department: General Science and Humanities

Academic calendar (2019-2020)

Sr. No.	Activity	Date and time
First year –Odd Semester		
1	Duration of first term / Semester	01/08/2019 to 16/10/2019
2	Result Analysis and CO attainment of Summer -19	Second week of June 2019
3	Preparation of time table & Handouts	01/07/2019 To 15/07/2019
4	Departmental meeting-1 : CIANN-17, Course file, Action plan	Fourth week of July 2019
5	Induction Program, industrial visit, soft skill training	Third week of August 2019
6	Mentoring -1	Fourth week of August 2019
7	Moderation of class test question paper as per NBA norms	09/09/2019 to 11/09/2019
8	Mentoring -2	Second week of September 2019
9	Class test- 1	16/09/2019 to 17/09/2019
10	Student feedback-academics & its analysis	16/09/2019 to 17/09/2019
11	Remedial measures-1 for Weak students	19/09/2019 to 21/09/2019
12	Students' academic performance monitoring and counseling-1	19/09/2019 to 21/09/2019
13	Filling examination form(Normal fee)	04/09/2019 to 09/09/2019**
14	Filling examination form(With late fee)(Rs.200/-)	12/09/2019 to 14/09/2019 **
15	Filling examination form(With penalty fee)(Rs.1500/-)	17/09/2019 to 18/09/2019 **
16	Departmental meeting -2(counseling and result)	14/09/2019,8.00 am
17	First internal academic monitoring (IAMC)	Third week of September 2019
	Filling up information of 1 st academic monitoring 19-20	Third week of September 2019
18	Parent teacher meeting-1	Third week of September 2019 (To be declared in class) (Time 7.45 to 10.15 am)
19	Mentoring -3	Fourth week of September 2019
20	First external academic monitoring (EAMC)	First week of October 2019
	Cultural activities	07/10/2019
21	Moderation of class test question paper as per NBA norms	10/10/2019 to 12/10/2019
22	Mentoring -4	Second week of October 2019
23	Class Test -2	14/10/2019 to 16/10/2019
24	Student feedback-academics & its analysis	14/10/2019 to 18/10/2019
25	Course end survey	14/10/2019 to 18/10/2019
26	Students' academic performance monitoring and counseling -2	Second and third week of October 2019
27	Parent teacher meeting-2	Third week of October 2019(To be
28	Remedial measures-1 for Weak students	16/10/2019 to 17/10/2019
29	Additional efforts for Bright students	Second week of October 2019 and during preparation leave
30	Submission of term work and micro project	Second week of October 2019
31	Display of term work marks	16/10/2019
32	Validation of hall ticket Winter-2019 examination	16/ 10 / 2019
33	Detention List	16/ 10 / 2019
34	Departmental meeting-3 (Course file) (Sem1- I-scheme)	09/ 11 / 2019, 2.00 pm
35	MSBTE Practical examination (W -2019)	18/10/2019 to 24/10/2019
36	Winter Break (Diwali vacation)	25/10/2019 to 29/10/2019
37	MSBTE Theory examination (W -2019)	18/11/2019 to 05/12/2019
38	Updating Website	December 2019
39	Declaration of MSBTE W-2019 result	Second week of January 2020

C.S. Raut

(Mrs C.S.Raut)

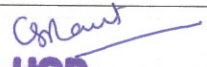
HOD, General Science & Humanities

ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S POLYTECHNIC, PUNE-1

Department: General Science and Humanities

Academic calendar (2019-2020)

Sr. No.	Activity	Date and time
First year- Even Semester		
1	Duration of second term / Semester	09/12/2019 to 27/03/2020
2	Preparation of time table & Handouts	02/12/2019 To 07 /12/2019
3	Departmental meeting-1(CIANN-17, Course file,Action plan)	First week of December 2019
4	Mentoring -1	Fourth week of December 2019
5	Result Analysis and CO attainment of Winter -19	Second week of January 2020
6	Mentoring -2	Second week of January 2020
7	Remedial measures for students having poor performance in W-19 Examination	Third and fourth week of January 2020
8	Guest Lecture	Second week of January 2020
9	Soft skill training program	Second and third week of January 2020
10	Mentoring -3	Fourth week of January 2020
11	Filling examination form(Normal fee)	23/01/2020 to 01/02/2020**
12	Filling examination form(With late fee)(Rs.200/-)	07/02/2020 to 10/02/2020 **
13	Filling examination form(With penalty fee)(Rs.1500/-)	12/02/2020 to 14/02/2020 **
14	Departmental meeting -2(counseling and result)	14/09/2019, 8.00 am
15	Moderation of class test question paper as per NBA norms	01/02/2020 to 04/02/2020
16	Class test- 1	05/02/2020 to 07/02/2020
17	Student feedback-academics & its analysis	06/02/2020 to 08/02/2020
18	Remedial measures-1 for Weak students	08/02/2020 to 12/02/2020
19	Departmental meeting -2 (counseling and result of class test)	10/02/2020 ,7.45 am
20	Students' academic performance monitoring and counseling -1	10/02/2020 to 15/02/2020
21	Parent teacher meeting-1	15/02/2020 , 9.00 am
22	Industrial visit	Second week of February 2020
23	Cultural activity	Second week of February 2020
24	Second internal academic monitoring (IAMC)	Second week of February 2020
25	Filling up information of 1 st academic monitoring 19-20	Second week of February 2020
26	Mentoring - 4	Second week of February 2020
25	Second external academic monitoring (EAMC)	Fourth week of February 2020
26	Mentoring -5	Fourth week of February 2020
27	Moderation of class test question paper as per NBA norms	20/03/2020 to 23/03/2020
28	Course end survey	21/03/2020 to 24/03/2020
29	Class Test -2	25/03/2020 to 27/03/2020
30	Mentoring -6	Second week of March 2020
31	Student feedback-academics & its analysis	25/03/2020 to 27/03/2020
32	Remedial measures-1 for Weak students	Third and fourth week of March 2020
33	Students' academic performance monitoring and counseling-2	Third and fourth week of March 2020
34	Parent teacher meeting-2 (For identified students only)	Third and fourth week of March 2020 (To be declared in class) (Time7.45 to 10.15)
35	Science day and micro project competition	28/02/2020
36	Additional efforts for Bright students	Second week of March 2020 and during
37	Submission of term work and micro project	Third and fourth week of March 2020
38	Display of term work marks	27/03/2020
39	Validation of hall ticket Summer -2020 examination	27/03/2020
40	Detention List	27/03/2020
41	MSBTE Practical examination (S -2020)	31/03/2020 to 09/04/2020
42	Departmental meeting-3 (Course file) (Sem 2- I-scheme)	15/04/2020 , 10.00 am
43	MSBTE Theory examination (S -2020)	16/04/2020 to 07/05/2020
44	Updating Website	First week of June 2020
45	Declaration of MSBTE S-2020 result	Second week of June 2020
46	Start of academic year 2020-21	17/06/2020


HOD
 General Science & Humanities
 AISSMS'S Polytechnic, Pune.