

ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S POLYTECHNIC
Institute academic calendar (2021-2022)

ODD SEMESTER (2021-2022)		
Sr. No.	Activity	Date & Time
1.	Preparation of time table, department calendar & Handouts	01.09.21 - 15.09.21
2.	First Term : Sem III & V	15.09.20 – 31.12.21
3.	Department meeting Sem 3 & 5: CIAAN-17, Course file ,Awareness of action plan odd sem	10.09.21
4.	Identify & fulfil New facility created	August 21
5.	Guidance session for diploma engineering admission process	September 21
6.	Facilitation (Counselling center) for first year admission process	September 21
7.	Result analysis Summer 2021	01.08.21 - 15.08.21
8.	Implementation of reward (best practices)	3 rd week of August 21
9.	Update Institute Website	2 nd week of August 21
10.	Update Library	2 nd week of August 21
11.	NBA meeting (Action plan odd semester 21-22 ,Newsletter etc)	July 21
12.	NBA meeting (I &P-files)	August-21 –as per necessity
13.	Summer In-Plant Training feedback from Third Year students	July 21
14.	Medical facility routine check report	August-21 –as per necessity
15.	Maintenance & Security routine check report	July 21
16.	NBA meeting	October-21 –as per necessity
17.	Departmental meeting (Project allotment)	October-21
18.	Project Assignment and Project guide allotment	October-21
19.	Industrial visits (feedback & feedback analysis)	September 21 TO December 21
20.	Invited talk/Guest lectures/Expert lectures(feedback & feedback analysis)	September 21 TO December 21
21.	First semester - Preparation of time table, department calendar & Handouts	3 rd week of September 21
22.	First term :sem I	01.10.21 TO 08.01.22
23.	Departmental meeting Sem 1 : CIANN-17, Course file ,Awareness of action plan odd sem	1 st week of October-21
24.	Sending proposal for State level MSBTE paper presentation/ Technical Quiz competition	October-21
25.	Soft skill training program for second year diploma students	November-21
26.	Aptitude Training program for third year diploma students	November-21
27.	Identifying faculty members for training programs (department wise)	November-21
28.	First class test (Sem-III, V) (Class test question paper n model answer)	2 nd week of October-21
29.	Moderation of class test question paper for quality improvement	2 nd week of October-21
30.	NBA meeting	December 21
31.	Entrepreneurship Awareness as well as Development program conducted under DST-NIMAT project of EDII-Ahmedabad.	November-21

ODD SEMESTER (2021-2022)

Sr. No.	Activity	Date & Time
32.	First class test (Sem-III , V)	27.10.21 TO 29.10.21
33.	Student feedback on academics , facility & its analysis	27.10.21 TO 29.10.21
34.	CEP program	November-21
35.	Remedial measures-1 for Weak students (Sem-III & V)	1 st week of November-21
36.	Students' academic performance monitoring and counseling -1(III , V)	1 st week of October-21
37.	Parent teacher meeting & Parents feedback	1 st week of October-21
38.	GB and LMC meeting	July 21
39.	First class test (Sem-I) (Class test question paper n model answer)	2 nd week of November-21
40.	Moderation of class test question paper as per NBA norms	2 nd week of November-21
41.	Winter 21 MSBTE-Exam form filling	November-21
42.	First class test (Sem1- I-scheme)	24.11.21 TO 26.11.21
43.	Student feedback on academics , facility & its analysis	24.11.21 TO 26.11.21
44.	Remedial measures-1 for Weak students (Sem-I)	1 st week of December-21
45.	Students' academic performance monitoring and counseling -1 (Sem1- I-scheme)	1 st week of December-21
46.	Parent teacher meeting (Parents feedback & its analysis)	1 st week of December-21
47.	Make up classes for direct second year admitted students	October-November-21
48.	First internal academic monitoring (IAMC)/ Institute academic audit	3 rd week of December-21
49.	Extracurricular/Co-curricular activities	October-November-21
50.	Preparation of Newsletter –Institute level-01 per semester	2 nd week of December-21
51.	Preparation of Newsletter –department level -at least 01	2 nd week of December-21
52.	Soft skill training program for First year diploma students	November-21
53.	Second class test (III , V) (Class test question paper and model answer)	2 nd week of December-21
54.	Moderation of class test question paper as per NBA norms	2 nd week of December-21
55.	Second class test (III,V)	22.12.21 TO 24.12.21
56.	Students feedback-academics & its analysis	4 th week of December-21
57.	Remedial measures-2 for Weak students (Sem-III & V)	4 th week of December-21
58.	Students' academic performance monitoring and counseling -2(III G, V G)	4 th week of December-21
59.	Parent teacher meeting & its analysis	4 th week of December-21
60.	Submission of Term work & micro project (Sem-III, V)	4 th week of December-21
61.	Additional efforts for Bright students (Sem-III, V)	4 th week of December-21
62.	Course End survey (Sem-III, V)	4 th week of December-21
63.	Final detention list (Sem-III, V)	4 th week of December-21
64.	Departmental meeting (Course file)	1 st week of January 22
65.	Second class test (Sem1) (Class test question paper and model answer)	4 th week of December-21

ODD SEMESTER (2021-2022)

Sr. No.	Activity	Date & Time
66.	Moderation of class test question paper as per NBA norms	4 th week of December-21
67.	Second class test (Sem1)	03.01.22 TO 05.01.22
68.	Course end survey (Sem1)	1 st week of January 22
69.	Students feedback-academics (Sem1)	1 st week of January 22
70.	Submission of Term work & micro project (Sem-I)	1 st week of January 22
71.	Remedial measures-2 for Weak students (Sem-I)	1 st week of January 22
72.	Students' academic performance monitoring and counseling -2 (Sem I)	1 st week of January 22
73.	Parent teacher meeting & its analysis	1 st week of January 22
74.	Additional efforts for Bright students (Sem-III, V)	1 st week of January 22
75.	Final detention list (Sem1)	1 st week of January 22
76.	Departmental meeting (Course file) (Sem1)	2 nd week of January 22
77.	MSBTE Winter-21 – Practical examination (Sem-I, III, V)	January-22
78.	MSBTE Winter-21– Theory examination	January-February-22

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

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EVEN SEMESTER (2021-2022)		
S No.	Activity	Date & Time
1.	Preparation of time table & Handouts	1 st week of February 22
2.	Departmental meeting Sem 2,4,6 : CIANN-17, Course file ,Awareness of action plan even sem	1 st week of February 22
3.	Second term	14.02.22 TO 03.06.22
4.	NBA -meeting	March 22
5.	Project work review (Sem-VI)	April 22
6.	GB and LMC meeting	February 22
7.	AICTE feeling up information	April 22
8.	DST, MODROB project proposals and funding	April 22
9.	identifying faculty members for training programs department wise)	March 22
10.	Identifying the final year projects for various project competitions	March 22
11.	Declaration of MSBTE result	February 22
12.	Result analysis Winter-21	February 22
13.	CO attainment –(odd sem)	February 22
14.	Remedial measures for students having poor performance in W-21 Exam.	March 22
15.	Implementation of reward (best practices)	March 22
16.	Update odd semester course file	March 22
17.	Technical quiz / Paper presentation competition	April 22
18.	Alumina meet (feedback-feedback analysis)	May 22
19.	Cultural activity	April 22
20.	Update Library	April 22
21.	Medical facility routine check report	April 22
22.	Maintenance & Security routine check report	April 22
23.	Vishakha cell report	April 22
24.	Grievance & redressal cell report	April 22
25.	Update performance appraisal	April 22
26.	Industrial visits (feedback & feedback analysis)	March-May 22
27.	Guest lectures (feedback & feedback analysis)	March-May 22
28.	First class test (Class test question paper and model answer)	3 rd week of March 22
29.	Moderation of class test question paper as per NBA norms	3 rd week of March 22
30.	First class test	04.04.22 TO 06.04.22
31.	Student feedback on academics & facility & feedback analysis	04.04.22 TO 06.04.22
32.	Remedial measures-1 for Weak students	2 nd week of April 22

EVEN SEMESTER (2021-2022)

S No.	Activity	Date & Time
33.	Students' academic performance monitoring and counseling -1	2 nd week of April 22
34.	Parent teacher meeting & Parents feedback -feedback analysis	2 nd week of April 22
35.	Second internal Academic monitoring (IAMC)/ Institute academic audit	06.04.22 TO 08.04.22
36.	Filling up information of 2 nd academic monitoring	April 22
37.	Preparation of Newsletter –Institute level-01 per semester	May 22
38.	Preparation of Newsletter –department level -at least 01	May 22
39.	Mock interview for Third year diploma students	May 22
40.	Second external monitoring (EAMC)	4 th week of April 22
41.	Project seminar (VI)	May 22
42.	Second class test (Class test question paper and model answer)	2 nd week of May 22
43.	Moderation of class test question paper as per NBA norms	2 nd week of May 22
44.	Submission of Term work – micro project (Sem-I)	2 nd week of May 22
45.	Second class test	25.05.22 TO 27.05.22
46.	Student feedback	25.05.22 TO 27.05.22
47.	Course end survey	June 22
48.	Remedial measures-2 for Weak students	June 22
49.	Additional efforts for Bright students	June 22
50.	Students' academic performance monitoring and counseling -1	25.05.22 TO 27.05.22
51.	Parent teacher meeting	25.05.22 TO 27.05.22
52.	In-Plant Training Awareness session for SY (I-scheme)student	May 22
53.	Training &Placement activity- Carrier Guidance	May 22
54.	Final detention list	June 22
55.	Updating ERP data	June 22
56.	Submission of completed course files to HOD	June 22
57.	MSBTE Summer-22– Practical examination	June 22
58.	MSBTE Summer-22 – Theory examination	June 22
59.	Distribution Center (DC)	June 22
60.	Regional assessment Center (RAC)	June 22
61.	Staff selection meeting	June 22
62.	Declaration of MSBTE result	July 22

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