

**ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S POLYTECHNIC**  
**Institute academic calendar (2022-2023)**

<b>ODD SEMESTER (2022-2023)</b>		
<b>Sr. No.</b>	<b>Activity</b>	<b>Date &amp; Time</b>
1.	Remedial Coaching / Bridge Courses / Setu Adhyayan Upkram	July 22- December 22
2.	Preparation of time table, department calendar & Handouts	01.08.22 - 15.08.22
3.	First Term : Sem III & V	17.08.22 – 21.12.22
4.	Department meeting Sem 3 & 5: CIAAN-17, Course file ,Awareness of action plan odd sem	16.08.22
5.	Identify & fulfil New facility created	August 22
6.	Guidance session for diploma engineering admission process	September 22
7.	Facilitation (Counselling center) for first year admission process	July 22
8.	Result analysis Summer 2022	01.08.22 - 15.08.22
9.	Implementation of reward (best practices)	3 <sup>rd</sup> week of August 22
10.	Update Institute Website	2 <sup>nd</sup> week of August 22
11.	NBA meeting (Action plan odd semester 22-23 ,Newsletter etc)	July 22
12.	NBA meeting (I &P-files)	August-22 –as per necessity
13.	Summer In-Plant Training feedback from Third Year students	July 22
14.	Medical facility routine check report	August-22 –as per necessity
15.	Maintenance & Security routine check report	July 22
16.	NBA meeting	October-22 –as per necessity
17.	Departmental meeting (Project allotment)	October-22
18.	Project Assignment and Project guide allotment	October-22
19.	Industrial visits ( feedback & feedback analysis)	September 22 TO December 22
20.	Invited talk/Guest lectures/Expert lectures( feedback & feedback analysis)	September 22 TO December 22
21.	First semester - Preparation of time table, department calendar & Handouts	1 <sup>st</sup> week of September 22
22.	First term :sem I	12.09.22 TO 24.12.22
23.	Departmental meeting Sem 1 : CIANN-17, Course file ,Awareness of action plan odd sem	3 <sup>rd</sup> week of September 22
24.	Sending proposal for State level MSBTE paper presentation/ Technical Quiz competition	October-22
25.	Soft skill training program	October-November-22
26.	Aptitude Training program for third year diploma students	November-22
27.	Identifying faculty members for training programs (department wise)	November-22
28.	First class test (Class test question paper n model answer)	10-14 October-22
29.	Moderation of class test question paper for quality improvement	10-14 October-22
30.	NBA meeting	December 22
31.	Entrepreneurship Awareness as well as Development program conducted under DST-NIMAT project of EDII-Ahmedabad.	December 22
32.	First class test	17-19 October-22
33.	Student feedback on academics , facility & its analysis	17-19 October-22

**ODD SEMESTER (2022-2023)**

<b>Sr. No.</b>	<b>Activity</b>	<b>Date &amp; Time</b>
34.	CEP program	November-22
35.	Remedial measures-1 for Weak students	3 <sup>rd</sup> week of October-22
36.	Students' academic performance monitoring and counseling -1	3 <sup>rd</sup> week of October-22
37.	Parent teacher meeting & Parents feedback	November-22
38.	GB and LMC meeting	November-22
39.	Winter 22 MSBTE-Exam form filling	October-22
40.	Make up classes for direct second year admitted students	October-November-22
41.	First internal academic monitoring (IAMC)/ Institute academic audit	1 <sup>st</sup> week of November-22
42.	Extracurricular/Co-curricular activities	October-November-22
43.	Preparation of Newsletter –Institute level-01 per semester	2 <sup>nd</sup> week of December-22
44.	Preparation of Newsletter –department level -at least 01	2 <sup>nd</sup> week of December-22
45.	Second class test (Class test question paper and model answer)	12-16 December-22
46.	Moderation of class test question paper as per NBA norms	12-16 December-22
47.	Second class test	19.12.22 TO 21.12.22
48.	Students feedback-academics & its analysis	19.12.22 TO 21.12.22
49.	Remedial measures-2 for Weak students	22.12.22 TO 24.12.22
50.	Students' academic performance monitoring and counseling -2	22.12.22 TO 24.12.22
51.	Parent teacher meeting & its analysis	22.12.22 TO 24.12.22
52.	Submission of Term work & micro project	22.12.22 TO 24.12.22
53.	Additional efforts for Bright students	22.12.22 TO 24.12.22
54.	Course End survey	22.12.22 TO 24.12.22
55.	Final detention list	24.12.22
56.	NBA compliance preparation for CO, ME and CE programs	4 <sup>th</sup> week of December-22
57.	NBA meet ( all programs)	4 <sup>th</sup> week of December-22
58.	Departmental meeting (Course file)	1 <sup>st</sup> week of January 23
59.	MSBTE Winter-22 – Practical examination	22.12.22 TO 30.12.22
60.	MSBTE Winter-22– Theory examination	03.01.23 TO 24.01.23
61.	Distribution Center (DC)	01.01.23 TO 24.01.23
62.	Regional assessment Center (RAC)	01.01.23 TO 31.01.23

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

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<b>EVEN SEMESTER (2022-2023)</b>		
<b>S No.</b>	<b>Activity</b>	<b>Date &amp; Time</b>
1.	NBA compliance submission for CO, ME and CE programs	2 <sup>nd</sup> week of January 23
2.	Preparation of time table & Handouts	4 <sup>th</sup> week of January 23
3.	Departmental meeting : CIANN-17, Course file ,Awareness of action plan even sem	4 <sup>th</sup> week of January 23
4.	Second term	01.02.23 TO 12.05.23
5.	NBA –meeting (bimonthly)	January - December 23
6.	Project work review (Sem-VI)	March 23
7.	GB and LMC meeting	March 23
8.	AICTE feeling up information	April 23
9.	DST, MODROB project proposals and funding	April 23
10.	Identifying faculty members for training programs department wise)	March 23
11.	Identifying the final year projects for various project competitions	February 23
12.	Declaration of MSBTE Winter-22 result	February 23
13.	Result analysis Winter-22	February 23
14.	CO attainment –(odd sem)	February 23
15.	Remedial measures for students having poor performance in W-22 Exam.	March 23
16.	Implementation of reward (best practices)	March 23
17.	Update odd semester course file	March 23
18.	Technical quiz / Paper presentation competition	March 23
19.	Alumina meet (feedback-feedback analysis)	February - May 23
20.	Cultural activity	February - May 23
21.	Follow up : NBA visit for CO, ME and CE programs	March 23
22.	Summer 23 MSBTE-Exam form filling	March 23
23.	Update Library	April 23
24.	Medical facility routine check report	April 23
25.	Maintenance & Security routine check report	April 23
26.	Vishakha cell report	April 23
27.	Grievance & redressal cell report	April 23
28.	Follow up : NBA visit for CO, ME and CE programs	April-May 23
29.	Preparation of SAR for IF, AE and EJ program	April-May 23
30.	Update performance appraisal	June 23
31.	Industrial visits ( feedback & feedback analysis)	February -May 23
32.	Guest lectures ( feedback & feedback analysis)	February -May 23
33.	First class test (Class test question paper and model answer)	01.03.23-12.03.23
34.	Moderation of class test question paper as per NBA norms	01.03.23-12.03.23
35.	First class test	15.03.23-17.03.23

**EVEN SEMESTER (2022-2023)**

S No.	Activity	Date & Time
36.	Student feedback on academics & facility & feedback analysis	15.03.23-17.03.23
37.	Remedial measures-1 for Weak students	19.03.23-21.03.23
38.	Students' academic performance monitoring and counseling -1	19.03.23-21.03.23
39.	Parent teacher meeting & Parents feedback -feedback analysis	3 <sup>rd</sup> week of March 23
40.	Second internal Academic monitoring (IAMC)/ Institute academic audit	April 23
41.	Filling up information of 2 <sup>nd</sup> academic monitoring 22-23	April 23
42.	Preparation of Newsletter –Institute level-01 per semester	April 23
43.	Preparation of Newsletter –department level -at least 01	April 23
44.	Mock interview for Third year diploma students	April 23
45.	Second external monitoring (EAMC)	April 23
46.	Project seminar (VI)	April 23
47.	Second class test (Class test question paper and model answer)	01.05.23 – 05.05.23
48.	Moderation of class test question paper as per NBA norms	01.05.23 – 05.05.23
49.	Submission of Term work – micro project	2 <sup>nd</sup> week of April 23
50.	Second class test	08.05.23 – 10.05.23
51.	Student feedback	08.05.23 – 10.05.23
52.	Course end survey	08.05.23 – 10.05.23
53.	Remedial measures-2 for Weak students	11.05.23 – 12.05.23
54.	Additional efforts for Bright students	11.05.23 – 12.05.23
55.	Students' academic performance monitoring and counseling -1	11.05.23 – 12.05.23
56.	Parent teacher meeting	11.05.23 – 12.05.23
57.	In-Plant Training Awareness session for SY (I-scheme)student	May 23
58.	Training &Placement activity- Carrier Guidance	April 23
59.	Final detention list	12.05.23
60.	Updating ERP data	May 23
61.	Submission of completed course files to HOD	May 23
62.	MSBTE Summer-23– Practical examination	13.05.23 – 20.05.23
63.	MSBTE Summer-23 – Theory examination	24.05.23 – 13.06.23
64.	Preparation of SAR for IF, AE and EJ programs	May 23
65.	Distribution Center (DC)	June 23
66.	Regional assessment Center (RAC)	June 23
67.	Staff selection meeting	June 23
68.	Declaration of MSBTE result	July 23

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