

ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S POLYTECHNIC  
Department-Electronics & Telecommunication Engineering  
Academic Planner for Year 2020-21

ODD SEMESTER		
S No.	Activity	Date & Time
1.	Preparation of time table, department calendar& Handouts	01.08.2020 - 15.08.2020
2.	First Term : Sem III & V	17.08.2020 – 30.01. 2021
3.	Department meeting Sem 3 & 5: CIANN-17, Course file ,Awareness of action plan odd sem	17.08.2020
4.	Result analysis Summer 2020	November-2020
5.	NBA meeting (Action plan odd semester 20-21 ,Newsletter etc)	July -2020 (Online)
6.	Departmental meeting (Project allotment)	September- 2020
7.	Project Assignment and Project guide allotment	September- 2020
8.	Industrial visits ( feedback & feedback analysis) (Online mode)	September -2020 – January-2021
9.	Invited talk/Guest lectures/Expert lectures( feedback & feedback analysis)	September-2020 – January-2021
10.	First class test (Sem-III, V) (Class test question paper n model answer)	1 <sup>st</sup> week of December- 2020
11.	Moderation of class test question paper for quality improvement	1 <sup>st</sup> week of December-2020
12.	First class test (Sem-III , V)	16.12.2020 TO 18.12.2020
13.	Student feedback on academics , facility & its analysis	16.12.2020 TO 18.12.2020
14.	Remedial measures-1 for Weak students (Sem-III & V)	3 <sup>rd</sup> week of December- 2020
15.	Students' academic performance monitoring and counseling -1(III , V)	3 <sup>rd</sup> week of December- 2020
16.	Parent teacher meeting & Parents feedback	3 <sup>rd</sup> week of December- 2020
17.	Winter -2020 MSBTE-Exam form filling	2 <sup>nd</sup> week of January- 2021
18.	Make up classes for direct second year admitted students	January-February- 2021
19.	Extracurricular/Co-curricular activities	January-February-2021
20.	Preparation of Newsletter –Institute level-01 per semester	January-February-2021
21.	Project Synopsis submission	January-2021
22.	Second class test (III , V) (Class test question paper and model answer)	1 <sup>st</sup> week of January-2021
23.	Moderation of class test question paper as per NBA norms	1 <sup>st</sup> week of January-2021
24.	Second class test (III,V)	18.01.2021 TO 20.01.2021
25.	Students feedback-academics & its analysis	4 <sup>th</sup> week of January-2021
26.	Remedial measures-2 for Weak students ( Sem-III & V)	4 <sup>th</sup> week of January- 2021
27.	Students' academic performance monitoring and counseling -2(III G, V G)	4 <sup>th</sup> week of January-2021
28.	Parent teacher meeting & its analysis	4 <sup>th</sup> week of January-2021
29.	Submission of Term work & micro project (Sem-III, V)	4 <sup>th</sup> week of January-2021
30.	Additional efforts for Bright students (Sem-III, V)	4 <sup>th</sup> week of January -2021
31.	Course End survey (Sem-III, V)	4 <sup>th</sup> week of January -2021
32.	Departmental meeting (Course file)	4 <sup>th</sup> week of January -2021
33.	MSBTE Winter-2020 – Practical examination (Sem-III, V)	08.02.2021 TO 17.02.2021
34.	MSBTE Winter-2020 – Theory examination (Sem-III, V)	24.02.2021 TO 17.03.2021

*Kilwad*  
H.O.D.

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EVEN SEMESTER		
SNo.	Activity	Date & Time
1.	Preparation of time table & Handouts	3 <sup>rd</sup> week of March-2021
2.	Departmental meeting Sem 2,4,6 : CIANN-17, Course file .Awareness of action plan even sem	3 <sup>rd</sup> week of March-2021
3.	Second term	22.03.2021 TO 10.06.2021
4.	Project work review (Sem-VI)	3 <sup>rd</sup> week of April-2021
5.	Declaration of MSBTE result	2 <sup>nd</sup> week of April-2021
6.	Result analysis Winter-2020	2 <sup>nd</sup> week of April-2021
7.	CO attainment -(odd sem)	2 <sup>nd</sup> week of April-2021
8.	Remedial measures for students having poor performance in W-20 Exam.	2 <sup>nd</sup> week of April-2021
9.	Implementation of reward (best practices)	2 <sup>nd</sup> week of April-2021
10.	Update odd semester course file	2 <sup>nd</sup> week of April-2021
11.	Co- curricular and Extracurricular activity	22.03.2021 TO 10.06.2021
12.	First class test (Class test question paper and model answer)	2 <sup>nd</sup> week of April- 2021
13.	Moderation of class test question paper as per NBA norms	2 <sup>nd</sup> week of April-2021
14.	First class test	28.04.2021 TO 30.04.2021
15.	Student feedback on academics & facility & feedback analysis	1 <sup>st</sup> week of May-2021
16.	Remedial measures-I for Weak students	1 <sup>st</sup> week of May-2021
17.	Students' academic performance monitoring and counseling -I	1 <sup>st</sup> week of May-2021
18.	Project seminar (VI)	4 <sup>th</sup> week of May-2021
19.	Second class test (Class test question paper and model answer)	4 <sup>th</sup> week of May-2021
20.	Moderation of class test question paper as per NBA norms	4 <sup>th</sup> week of May-2021
21.	Submission of Term work – micro project (Sem-I)	4 <sup>th</sup> week of May-2021
22.	Second class test	02.06.2021 TO 04.06.2021
23.	Student feedback	02.06.2021 TO 04.06.2021
24.	Course end survey	02.06.2021 TO 04.06.2021
25.	Remedial measures-2 for Weak students	2 <sup>nd</sup> week of June-2021
26.	Additional efforts for Bright students	2 <sup>nd</sup> week of June-2021
27.	Submission of completed course files TO HOD	4 <sup>th</sup> week of June-2021
28.	GB and LMC meeting	July- 2021
29.	MSBTE Summer-21– Practical examination	12.06.2021 TO 21.06.2021
30.	MSBTE Summer-21 – Theory examination	24.06.2021 TO 14.07.2021
31.	Guidance session for diploma engineering admission process	June-2021 – September-2021
32.	Declaration of MSBTE result	August-2021

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