

**ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S POLYTECHNIC**  
**Department-Electronics & Telecommunication Engineering**  
**Academic Planner for Year 2021-22**

ODD SEMESTER		
S No.	Activity	Date & Time
1.	Preparation of time table, department calendar& Handouts	01.09.2021 - 15.09.2021
2.	First Term : Sem III & V	15.09. 2020 – 31.12.21
3.	Department meeting Sem 3 & 5: CIAAN-17, Course file ,Awareness of action plan odd sem	10.09.2021
4.	Result analysis Summer 2021	01.09.21 - 15.09. 2021
5.	Implementation of reward (best practices)	3 <sup>rd</sup> week of September-2021
6.	NBA Departmental meeting (Action plan odd semester 2020-21 ,Newsletter etc)	August - 2021
7.	NBA Departmental meeting (P-files)	August-2021 –as per necessity
8.	Summer In-Plant Training feedback from Third Year students	September -2021
9.	NBA Departmental meeting	October-2021 –as per necessity
10.	Departmental meeting (Project allotment)	October-2021
11.	Project Assignment and Project guide allotment	October-2021
12.	Industrial visits ( feedback & feedback analysis)	September -2021 TO December-2021
13.	Invited talk/Guest lectures/Expert lectures( feedback & feedback analysis)	September- 2021 TO December -2021
14.	Departmental meeting Sem 1 : CIANN-17, Course file ,Awareness of action plan odd sem	1 <sup>st</sup> week of October-2021
15.	Sending proposal for State level MSBTE paper presentation/ Technical Quiz competition	October-2021
16.	Soft skill training program for second year diploma students	November-2021
17.	Aptitude Training program for third year diploma students	November-2021
18.	Identifying faculty members for training programs (department wise)	July -August-2021
19.	First class test (Sem-III, V) (Class test question paper n model answer)	2 <sup>nd</sup> week of October-2021
20.	Moderation of class test question paper for quality improvement	2 <sup>nd</sup> week of October-2021
21.	NBA Departmental meeting	December 2021
22.	First class test (Sem-III , V)	27.10. 2021 TO 29.10.2021
23.	Student feedback on academics , facility & its analysis	27.10. 2021 TO 29.10. 2021
24.	Students' academic performance monitoring and counseling -I(III , V)	1 <sup>st</sup> week of October-2021
25.	Winter 21 MSBTE-Exam form filling	November-2021
26.	Make up classes for direct second year admitted students	October-November-2021
27.	First internal academic monitoring (IAMC)/ Institute academic audit	3 <sup>rd</sup> week of December-2021
28.	Extracurricular/Co-curricular activities	October-November-2021
29.	Preparation of Newsletter –department level -at least 01	2 <sup>nd</sup> week of December-2021
30.	Second class test (III , V) (Class test question paper and model answer)	2 <sup>nd</sup> week of December-2021
31.	Moderation of class test question paper as per NBA norms	2 <sup>nd</sup> week of December-2021

09

**ODD SEMESTER**

S No.	Activity	Date & Time
32.	Second class test (III,V)	22.12. 2021 TO 24.12. 2021
33.	Students feedback-academics & its analysis	4 <sup>th</sup> week of December-2021
34.	Remedial measures-2 for Weak students ( Sem-III & V)	4 <sup>th</sup> week of December-2021
35.	Students' academic performance monitoring and counseling -2(III G, V G)	4 <sup>th</sup> week of December-2021
36.	Parent teacher meeting & its analysis	4 <sup>th</sup> week of December-2021
37.	Submission of Term work & micro project (Sem-III, V)	4 <sup>th</sup> week of December-2021
38.	Additional efforts for Bright students (Sem-III, V)	4 <sup>th</sup> week of December-2021
39.	Course End survey (Sem-III, V)	4 <sup>th</sup> week of December-2021
40.	Final detention list (Sem-III, V)	4 <sup>th</sup> week of December-2021
41.	Departmental meeting (Course file)	1 <sup>st</sup> week of January- 2022
42.	Additional efforts for Bright students (Sem-III, V)	1 <sup>st</sup> week of January 22
43.	MSBTE Winter-21 – Practical examination (Sem-I, III, V)	January-22
44.	MSBTE Winter-21– Theory examination	January-February-22

*Kailash*

Program Coordinator  
Department of Electronics and Telecommunication Engineering  
AISSM's Polytechnic

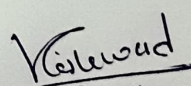


**ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S POLYTECHNIC**  
**Department-Electronics & Telecommunication Engineering**  
**Academic Planner for Year 2021-22**

EVEN SEMESTER		
SNo.	Activity	Date & Time
1.	Preparation of time table & Handouts	1 <sup>st</sup> week of February- 2022
2.	Departmental meeting Sem 2,4,6 : CIANN-17, Course file ,Awareness of action plan even sem	1 <sup>st</sup> week of February- 2022
3.	Second term	14.02. 2022 TO 03.06. 2022
4.	NBA Departmental-meeting	March -2022
5.	Project work review (Sem-VI)	April -2022
6.	GB and LMC meeting	February- 2022
7.	identifying faculty members for training programs department wise)	March-2022
8.	Identifying the final year projects for various project competitions	March -2022
9.	Declaration of MSBTE result	March -2022
10.	Result analysis Winter-2021	March -2022
11.	CO attainment -(odd sem)	March -2022
12.	Remedial measures for students having poor performance in W-2021 Exam.	March- 2022
13.	Implementation of reward (best practices)	March-20 22
14.	Update odd semester course file	March-2022
15.	Technical quiz / Paper presentation competition	April-2022
16.	Alumina meet (feedback-feedback analysis)	May-2022
17.	Cultural activity	April -2022
18.	Update performance appraisal	April -2022
19.	Industrial visits ( feedback & feedback analysis)	March-May -2022
20.	Guest lectures ( feedback & feedback analysis)	March-May-2022
21.	First class test (Class test question paper and model answer)	3 <sup>rd</sup> week of March -2022
22.	Moderation of class test question paper as per NBA norms	3 <sup>rd</sup> week of March -2022
23.	First class test	04.04.2022 TO 06.04.2022
24.	Student feedback on academics & facility & feedback analysis	04.04.2022 TO 06.04.2062
25.	Remedial measures-I for Weak students	2 <sup>nd</sup> week of April 22
26.	Students' academic performance monitoring and counseling -I	2 <sup>nd</sup> week of April-2022
27.	Parent teacher meeting & Parents feedback -feedback analysis	3 <sup>rd</sup> week of March-2022
28.	Second internal Academic monitoring (IAMC)/ Institute academic audit	06.04.2022 TO 08.04. 2022
29.	Filling up information of 2 <sup>nd</sup> academic monitoring 2021-22	April -2022
30.	Preparation of Newsletter -Institute level-01 per semester	May- 2022
31.	Preparation of Newsletter -department level -at least 01	May-2022

# EVEN SEMESTER

SNo.	Activity	Date & Time
32.	Mock interview for Third year diploma students	May -2022
33.	Second external monitoring (EAMC)	4 <sup>th</sup> week of April -2022
34.	Project seminar (VI)	May-2022
35.	Second class test (Class test question paper and model answer)	2 <sup>nd</sup> week of May- 2022
36.	Moderation of class test question paper as per NBA norms	2 <sup>nd</sup> week of May-2022
37.	Submission of Term work – micro project (Sem-I)	2 <sup>nd</sup> week of May-2022
38.	Second class test	25.05. 2022 TO 27.05. 2022
39.	Student feedback	25.05. 2022 TO 27.05. 2022
40.	Course end survey	June- 2022
41.	Remedial measures-2 for Weak students	June -2022
42.	Additional efforts for Bright students	June -2022
43.	Students' academic performance monitoring and counseling -I	25.05. 2022 TO 27.05. 2022
44.	Parent teacher meeting	25.05. 2022 TO 27.05. 2022
45.	In-Plant Training Awareness session for SY (I-scheme) student	May -2022
46.	Training & Placement activity- Carrier Guidance	May- 2022
47.	Final detention list	June- 2022
48.	Updating ERP data	June- 2022
49.	Submission of completed course files to HOD	June- 2022
50.	MSBTE Summer-22– Practical examination	June-2022
51.	MSBTE Summer-22 – Theory examination	June -2022
52.	Declaration of MSBTE result	July -2022

  
 Program Coordinator  
 Department of Electronics and Telecommunication Engineering  
 AISSM's Polytechnic

