ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S POLYTECHNIC
Academic calendar (2023-2024)
Department of Electronics and Telecommunication Engineering

ODD SEMESTER (2023-2024)

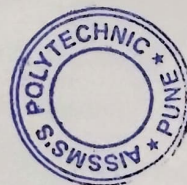| S No.	Activity	Date & Time
1.	Preparation of time table, department calendar& Handouts	21..07.2023 - 23.07.2023
2.	First Term : Sem-III & V	24.07.2023 – 10.11.23
3.	Department meeting Sem 3 & 5: CIAAN-17, Course file ,Awareness of action plan odd sem	23.07.2023
4.	Result analysis Summer 2023	First week of July 2023
5.	Implementation of reward (best practices)	Second week of July 2023
6.	NBA Departmental meeting (Action plan odd semester 2023-23 ,Newsletter etc)	August -2023
7.	NBA Departmental meeting (P-files)	August-2023 –as per necessity
8.	Summer Implant Training feed back from Third year students	July 2023.
9.	Departmental meeting (Project allotment)	August-2023
10	Project assignment and project guide allotment	August 2023
11	Industrial visits (feedback & feedback analysis)	August-2023 TO November-2023
12	Invited talk/Guest lectures/Expert lectures(feedback & feedback analysis)	August-2023 TO November-2023
13	Departmental meeting Sem 1 : CIANN-17, Course file ,Awareness of action plan odd sem	3rd week of August-2023
14	Soft skill training program for second year diploma students	August-2023 TO November-2023
15	Aptitude training program for third year students	November-2023
16	Identifying faculty members for training programs (department wise)	November-2023
17	First class test (Sem-III& V) (Class test question paper n model answer)	4 to 6 sept.-2023
18	Moderation of class test question paper for quality improvement	1 to 3 sept.-2023
19	Student feedback on academics , facility & its analysis	4 to 6 sept. 2023
20	CO wise class test analysis updating data banks and D formats	7 to 10 sept.2023
21	Remedial measures-1 for weak students	Second week of Sept. 2023
22	Students' academic performance monitoring and counseling -1	Second week of Sept. 2023
23	Parent teacher meeting & its analysis	Sept.2023
24	Co curricular and extra curricular activities	August-2023 TO November-2023
25	Preparation of Newsletter –department level -at least 01	August-2023 TO October-2023
26	Winter 23 MSBTE-Exam form filling	11 to 24 Sept.-2023
27	Make up classes for direct second year admitted students	August 2023 to October -2023
28	Departmental meeting (Course file)	1st week of November-2023
29	First internal academic monitoring (IAMC)/ Institute academic audit	Second week of October-2023
30	Second class test (III & V)	25 to 27 october 2023
31	Moderation of class test question paper for quality improvement	22 to 24 october 2023

ODD SEMESTER (2023-2024)

S No.	Activity	Date & Time
32	Students feedback-academics & its analysis	6 to 8 November -2023
33	Remedial measures-2 for Weak students	First week of november-2023
34	Students' academic performance monitoring and counseling -2(III)	First week of november-2023
35	Parent teacher meeting & its analysis	First week of november-2023
36	Submission of Term work & micro project (Sem-III)	First week of november-2023
37	Additional efforts for Bright students (Sem-III)	First week of november-2023
38	Course End survey (Sem-III)	8 to 10 November-2023
39	CO wise class test analysis updating data banks and D formats	8 to 10 November-2023
40	Final detention list (Sem-III)	Second week of november-2023
41	Departmental meeting for Course file	First week of December-2023
42	MSBTE Winter-23 – Practical examination (Sem-I, III,V)	16 to 24 november-23
43	MSBTE Winter-23– Theory examination	1 to 22 December-23

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SNo.	Activity	Date & Time
	EVEN SEMESTER (2023-2024)	
1.	Preparation of time table & Handouts	Fourth week of December-2023
2.	Departmental meeting Sem 2,4 : CIANN-17, Course file ,Awareness of action plan even sem	Fourth week of December-2023
3.	Second term	1.1. 2024 TO 9.04. 2024
4.	NBA Departmental-meeting	January-December-2024
5.	Project work review(sem-VI)	March 2024
6.	GB and LMC meeting	March-2024
7.	identifying faculty members for training programs department wise)	March-2024
8.	Identify the final year projects for various project competitions	February 2024
9.	Declaration of MSBTE winter-23 result	First week of January-2024
10.	Result analysis Winter-2023	First week of January-2024
11.	CO attainment –(odd sem)	Second week of January-2024
12.	Remedial measures for students having poor performance in W-23Exam.	First week of January-2024
13.	Implementation of reward (best practices)	January-2024
14.	Update odd semester course file	January-2024
15.	Technical quiz / Paper presentation competition	February-24
16.	Cultural activity	February-24
17.	Industrial visits (feedback & feedback analysis)	January– April 2024
18.	Guest lectures (feedback & feedback analysis)	January– April 2024
19.	First class test (Class test question paper and model answer)	7-11 February 2024
20.	Moderation of class test question paper as per NBA norms	9-11 February 2024
21.	First class test	12-14 February 2024
22.	Student feedback on academics & facility & feedback analysis	12-14 February 2024
23.	CO wise class test analysis updating data banks and D formats	16-18 February 2024
24.	Remedial measures-1 for Weak students	16-20 February 2024
25.	Students' academic performance monitoring and counseling -1	16-18 February 2024
26.	Parent teacher meeting & Parents feedback -feedback analysis	3rd week of February 2024
27.	Second internal Academic monitoring (IAMC)/ Institute academic audit	March-2024
28.	Filling up information of 2nd academic monitoring 2021-23	March-2024
29.	Preparation of Newsletter –Institute level-01 per semester	March-2024

EVEN SEMESTER (2023-2024)

SNo.	Activity	Date & Time
30.	Preparation of Newsletter –department level -at least 01	March-2024
31.	Second external monitoring (EAMC)	3rd week of March 2024
32.	Project Seminar(VI)	March 2024
33.	Second class test (Class test question paper and model answer)	22.03.2024-25.03.2024
34.	Moderation of class test question paper for quality improvement	22.03.2024-25.03.2024
35.	Submission of Term work – micro project (Sem-I)	2nd week of March-2023
36.	Second class test	26.03.2024-28.03.2024
37.	Student feedback on academics , facility and Its analysis	26.03.2024-28.03.2024
38.	CO wise class test analysis updating data banks and D formats	28.03.2024-31.03.2024
39.	Remedial measures-2 for Weak students	28.03.2024-31.03.2024
40.	Students' academic performance monitoring and counseling -1	28.03.2024-31.03.2024
41.	Course end survey	26.03.2024-28.03.2024
42.	Additional efforts for Bright students	First week of April 2024
43.	Parent teacher meeting	First week of April 2024
44.	In-Plant Training Awareness session for SY (I-scheme)student	April-2024
45.	Training &Placement activity- Carrier Guidance	April-2024
46.	Final detention list	April-2024
47.	Updating ERP data	April-2024
48.	Submission of completed course files to HOD	20.04.2024 – 22.04.24
49.	MSBTE Summer-24– Practical examination	10.04.2024-19.04.2024
50.	MSBTE Summer-24 – Theory examination	23.04.2024-16.05.2024
51.	Declaration of MSBTE result	June-2024

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