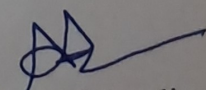# All India Shri Shivaji Memorial Society's Polytechnic, Pune
Department of Information Technology
Academic Calendar of Year 2021-2022

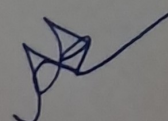|	ODD SEMESTER (2021-2022)	
S No.	Activity	Date & Time
1.	Preparation of time table, department calendar & Handouts	01.09.21 - 15.09.21
2.	First Term : Sem III & V	15.09.20 – 31.12.21
3.	Department meeting Sem 3 & 5: CIAAN-17, Course file ,Awareness of action plan odd sem	10.09.21
4.	Result analysis Summer 2021	01.08.21 - 15.08.21
5.	Implementation of reward (best practices)	3rd week of August 21
6.	Department Updates for Institute Website	2nd week of August 21
7.	NBA meeting (Action plan odd semester 19-20 ,Newsletter etc)	July 21
8.	NBA meeting (I &P-files)	August-21 –as per necessity
9.	Summer In-Plant Training feedback from Third Year students	July 21
10.	NBA meeting at Department level	October-21 –as per necessity
11.	Departmental meeting (Project allotment)	October-21
12.	Project Assignment and Project guide allotment	October-21
13.	Industrial visits (feedback & feedback analysis)	September 21 TO December 21
14.	Invited talk/Guest lectures/Expert lectures(feedback & feedback analysis)	September 21 TO December 21
15.	Co-ordination for Institute level soft skill training program for second year diploma students	November-21
16.	Co-ordination for Institute level aptitude Training program for third year diploma students	November-21
17.	Identifying faculty members for training programs (department wise)	November-21
18.	First class test (Sem-III, V) (Class test question paper n model answer)	2nd week of October-21
19.	Moderation of class test question paper for quality improvement	2nd week of October-21
20.	NBA meeting	December 21
21.	Co-ordination for Institute level Entrepreneurship Awareness as well as Development program conducted under DST-NIMAT project of EDII-Ahmedabad.	November-21
22.	First class test (Sem-III , V)	27.10.21 TO 29.10.21
23.	Student feedback on academics , facility & its analysis	27.10.21 TO 29.10.21
24.	Remedial measures-1 for Weak students (Sem-III & V)	1st week of November-21

Program Coordinator

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S No.	Activity	Date & Time
	ODD SEMESTER (2021-2022)	
25.	Students' academic performance monitoring and counseling -1(III , V)	1st week of October-21
26.	Parent teacher meeting & Parents feedback	1st week of October-21
27.	Make up classes for direct second year admitted students	October-November-21
28.	First internal academic monitoring (IAMC)/ Institute academic audit	3rd week of December-21
29.	Extracurricular/Co-curricular activities	October-November-21
30.	Preparation of Newsletter –Institute level-01 per semester	2nd week of December-21
31.	Preparation of Newsletter –department level -at least 01	2nd week of December-21
32.	Second class test (III , V) (Class test question paper and model answer)	2nd week of December-21
33.	Moderation of class test question paper as per NBA norms	2nd week of December-21
34.	Second class test (III,V)	22.12.21 TO 24.12.21
35.	Students feedback-academics & its analysis	4th week of December-21
36.	Remedial measures-2 for Weak students (Sem-III & V)	4th week of December-21
37.	Students' academic performance monitoring and counseling -2(III G, V G)	4th week of December-21
38.	Parent teacher meeting & its analysis	4th week of December-21
39.	Submission of Term work & micro project (Sem-III, V)	4th week of December-21
40.	Additional efforts for Bright students (Sem-III, V)	4th week of December-21
41.	Course End survey (Sem-III, V)	4th week of December-21
42.	Final detention list (Sem-III, V)	4th week of December-21
43.	Departmental meeting (Course file)	1st week of January 22
44.	Additional efforts for Bright students (Sem-III, V)	1st week of January 22
45.	MSBTE Winter-21 – Practical examination (Sem-I, III, V)	January-22
46.	MSBTE Winter-21– Theory examination	January-February-22

Program Coordinator

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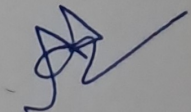## Department of Information Technology
Academic Calendar of Year 2021-2022

EVEN SEMESTER (2021-2022)

S No.	Activity	Date & Time
1.	Preparation of time table & Handouts	1st week of February 22
2.	Departmental meeting Sem 2,4,6 : CIANN-17, Course file ,Awareness of action plan even sem	1st 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.	identifying faculty members for training programs department wise)	March 22
7.	Identifying the final year projects for various project competitions	March 22
8.	Declaration of MSBTE result	February 22
9.	Result analysis Winter-19	February 22
10.	CO attainment –(odd sem)	February 22
11.	Remedial measures for students having poor performance in W-19 Exam.	March 22
12.	Implementation of reward (best practices)	March 22
13.	Update odd semester course file	March 22
14.	Update performance appraisal	April 22
15.	Industrial visits (feedback & feedback analysis)	March-May 22
16.	Guest lectures (feedback & feedback analysis)	March-May 22
17.	First class test (Class test question paper and model answer)	3rd week of March 22
18.	Moderation of class test question paper as per NBA norms	3rd week of March 22
19.	First class test	04.04.22 TO 06.04.22
20.	Student feedback on academics & facility & feedback analysis	04.04.22 TO 06.04.22
21.	Remedial measures-1 for Weak students	2nd week of April 22
22.	Students' academic performance monitoring and counseling -1	2nd week of April 22
23.	Parent teacher meeting & Parents feedback -feedback analysis	2nd week of April 22
24.	Filling up information of 2nd academic monitoring 19-20	April 22
25.	Preparation of Newsletter –department level -at least 01	May 22

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All India Shri Shivaji Memorial Society's Polytechnic, Pune
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S No.	Activity	Date & Time
	EVEN SEMESTER (2021-2022)	
26.	Co-ordination for Mock interview for Third year diploma students	May 22
27.	Second external monitoring (EAMC)	4th week of April 22
28.	Project seminar (VI)	May 22
29.	Second class test (Class test question paper and model answer)	2nd week of May 22
30.	Moderation of class test question paper as per NBA norms	2nd week of May 22
31.	Submission of Term work – micro project (Sem-I)	2nd week of May 22
32.	Second class test	25.05.22 TO 27.05.22
33.	Student feedback	25.05.22 TO 27.05.22
34.	Course end survey	June 22
35.	Remedial measures-2 for Weak students	June 22
36.	Additional efforts for Bright students	June 22
37.	Students' academic performance monitoring and counseling -1	25.05.22 TO 27.05.22
38.	Parent teacher meeting	25.05.22 TO 27.05.22
39.	In-Plant Training Awareness session for SY (I-scheme)student	May 22
40.	Co-ordination for Training & Placement activity- Carrier Guidance	May 22
41.	Final detention list	June 22
42.	Updating ERP data	June 22
43.	Submission of completed course files to HOD	June 22
44.	MSBTE Summer-22– Practical examination	June 22
45.	MSBTE Summer-22 – Theory examination	June 22
46.	Declaration of MSBTE result	July 22

Program Coordinator