

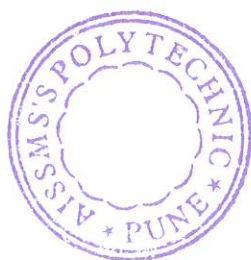
ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S POLYTECHNIC
Institute academic calendar (2023-2024)


ODD SEMESTER (2023-2024)		
S No.	Activity	Date & Time
1.	Preparation of time table, department calendar & Handouts	21.07.23 - 23.07.23
2.	First Term : Sem III & V	24.07.23 - 10.11.23
3.	Department meeting Sem 3 & 5: CIAAN-17, Course file ,Awareness of action plan odd sem	23.07.23
4.	Identify & fulfil New facility created	August 23
5.	ISO meet: Orientation and training	August 23
6.	Guidance session for diploma engineering admission process	June 23
7.	Facilitation (Counselling center) for first year admission process	25.05.23
8.	Result analysis Summer 2023	1 st week of July 23
9.	Implementation of reward (best practices)	2 nd week of July 23
10.	Update Institute Website	August 23
11.	NBA meeting (Action plan odd semester 23-24 ,Newsletter etc)	August 23
12.	NBA meeting (I &P-files)	August-23 –as per necessity
13.	Summer In-Plant Training feedback from Third Year students	July 23
14.	Medical facility routine check report	August-23 –as per necessity
15.	Maintenance & Security routine check report	July 23
16.	NBA meeting	October-23 –as per necessity
17.	Departmental meeting (Project allotment)	August-23
18.	Project Assignment and Project guide allotment	August-23
19.	Industrial visits (feedback & feedback analysis)	August-23 - November 23
20.	Invited talk/Guest lectures/Expert lectures(feedback & feedback analysis)	August-23 - November 23
21.	ICC/GRC meeting	August-23
22.	First semester - Preparation of time table, department calendar & Handouts	2 nd week of August-23
23.	First term :sem I	21.08.23 - 24.11.23
24.	Departmental meeting Sem 1 : CIANN-17, Course file ,Awareness of action plan odd sem	3 rd week of August-23
25.	Sending proposal for State level MSBTE paper presentation/ Technical Quiz competition	September 23
26.	Soft skill training program	August-23 - November 23
27.	Preparation of ISO document draft copy	September 23
28.	Aptitude Training program for third year diploma students	November-23
29.	Identifying faculty members for training programs (department wise)	November-23
30.	First class test : Sem III & V (Class test question paper n model answer)	04-06 September 23
31.	Moderation of class test question paper for quality improvement	01-03 September 23
32.	Student feedback on academics , facility & its analysis	04-06 September 23
33.	CO wise class test analysis ,Updating data banks and D-formats	07-10 September 23

ODD SEMESTER (2023-2024)

S No.	Activity	Date & Time
34.	Remedial measures-1 for Weak students	2 nd week of September 23
35.	Students' academic performance monitoring and counseling -1	2 nd week of September 23
36.	Parent teacher meeting & Parents feedback	September 23
37.	Co-curricular and Extracurricular activities	August-23 - November 23
38.	Preparation of Newsletter/Magazine –Institute level-01 per semester	August-23 - October 23
39.	Preparation of Newsletter/Magazine –Department level -at least 01	August-23 - October 23
40.	First class test : Sem I	25-27 September 23
41.	Moderation of class test question paper for quality improvement	21-23 September 23
42.	Student feedback on academics , facility & its analysis	25-27 September 23
43.	CO wise class test analysis ,Updating data banks and D-formats	28-30 September 23
44.	CEP program	October 23
45.	Submission of ISO document final copy	October 23
46.	Remedial measures-1 for Weak students	1 st week of October 23
47.	Students' academic performance monitoring and counseling -1	1 st week of October 23
48.	Parent teacher meeting & Parents feedback	1 st week of October 23
49.	Winter 23 MSBTE-Exam form filling	11-24 September 23
50.	Make up classes for direct second year admitted students	August-23 - October 23
51.	First internal academic monitoring (IIMC)/ Institute academic audit	2 nd week of October 23
52.	NBA prequalifier preparation for IF, AE and EJ programs	1 st week of November 23
53.	Second class test : Sem III & V (Class test question paper n model answer)	25-27 October 23
54.	Moderation of class test question paper for quality improvement	22-24 October 23
55.	Student feedback on academics , facility & its analysis	25-27 October 23
56.	Remedial measures-2 for Weak students	4 th week of October 23
57.	Students' academic performance monitoring and counseling -2	4 th week of October 23
58.	Parent teacher meeting & Parents feedback	4 th week of October 23
59.	Course End survey	25-27 October 23
60.	CO wise class test analysis ,Updating data banks and D-formats	28-31 October 23
61.	GB and LMC meeting	November-23
62.	NBA meet for IF, AE and EJ programs	November-23
63.	Second class test : Sem I	06-08 November 23
64.	Moderation of class test question paper for quality improvement	03-05 November 23
65.	Student feedback on academics , facility & its analysis	06-08 November 23
66.	Remedial measures-1 for Weak students	2 nd week of November 23
67.	Students' academic performance monitoring and counseling -2	2 nd week of November 23
68.	Parent teacher meeting & Parents feedback	2 nd week of November 23
69.	Additional efforts for Bright students	2 nd week of November 23

ODD SEMESTER (2023-2024)		
S No.	Activity	Date & Time
70.	Course End survey	06-08 November 23
71.	CO wise class test analysis ,Updating data banks and D-formats	09-11 November 23
72.	NBA SAR submission for IF, AE and EJ programs	1 st week of December 23
73.	Preparation of NBA visit documents for IF, AE and EJ programs	December 23
74.	Departmental meeting (Course file)	2 nd week of December 23
75.	MSBTE Winter-23 – Practical examination	16.11.23 - 24.11.23
76.	MSBTE Winter-23– Theory examination	01.12.23 - 22.12.23
77.	Distribution Center (DC)	01.12.23 - 22.12.23
78.	Exam Centre (EC)	01.12.23 - 22.12.23
79.	Regional assessment Center (RAC)	08.12.23 - 30.12.23

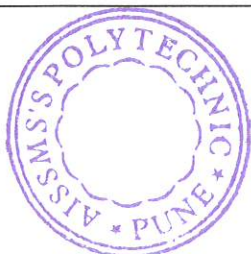




 (Shri S.K.Giram)
 Principal
 AISSMS's Polytechnic

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Institute academic calendar (2023-2024)

EVEN SEMESTER (2023-2024)		
S No.	Activity	Date & Time
1.	NBA visit of IF, AE and EJ programs	2 nd week of January 24
2.	Preparation of time table & Handouts	4 th week of December 23
3.	Departmental meeting : CIANN-17, Course file ,Awareness of action plan even sem	4 th week of December 23
4.	Second term	01.01.24 - 09.04.24
5.	NBA –meeting (bimonthly)	January - December 24
6.	Project work review (Sem-VI)	March 24
7.	GB and LMC meeting	March 24
8.	AICTE feeling up information	April 24
9.	DST, MODROB project proposals and funding	April 24
10.	Identifying faculty members for training programs department wise)	March 24
11.	Identifying the final year projects for various project competitions	February 24
12.	Declaration of MSBTE Winter-23 result	1 st week of January 24
13.	Result analysis Winter-23	1 st week of January 24
14.	CO attainment –(odd sem)	2 nd week of January 24
15.	Remedial measures for students having poor performance in W-23 Exam.	2 nd week of January 24
16.	Implementation of reward (best practices)	January 24
17.	Update odd semester course file	January 24
18.	Technical quiz / Paper presentation competition	February 24
19.	Alumina meet (feedback-feedback analysis)	February 24
20.	Cultural activity	February 24
21.	Summer 24 MSBTE-Exam form filling	06-19 February 24
22.	Update Library	March 24
23.	Medical facility routine check report	March 24
24.	Maintenance & Security routine check report	March 24
25.	ICC (Vishakha cell)/ GRC report	March 24
26.	Update performance appraisal	June 24
27.	Industrial visits (feedback & feedback analysis)	January-April 24
28.	Guest lectures (feedback & feedback analysis)	January-April 24
29.	First class test (Class test question paper & model answer)	12-14 February 24
30.	Moderation of class test question paper for quality improvement	09-11 February 24
31.	Student feedback on academics , facility & its analysis	12-14 February 24
32.	CO wise class test analysis ,Updating data banks and D-formats	16-18 February 24

EVEN SEMESTER (2023-2024)		
S No.	Activity	Date & Time
33.	Remedial measures-1 for Weak students	16-20 February 24
34.	Students' academic performance monitoring and counseling -1	16-20 February 24
35.	Parent teacher meeting & Parents feedback -feedback analysis	3 rd week of February 24
36.	Second internal Academic monitoring (IIMC)/ Institute academic audit	March 24
37.	Filling up information of 2 nd academic monitoring 23-24	March 24
38.	Preparation of Newsletter –Institute level-01 per semester	March 24
39.	Preparation of Newsletter –department level -at least 01	March 24
40.	Mock interview for Third year diploma students	March 24
41.	Second external monitoring (EAMC)	3 rd week of March 24
42.	Project seminar (VI)	March 24
43.	Second class test (Class test question paper & model answer)	26.03.24 – 28.03.24
44.	Moderation of class test question paper for quality improvement	23.03.24 – 25.03.24
45.	Student feedback on academics, facility & its analysis	26.03.24 – 28.03.24
46.	CO wise class test analysis ,Updating data banks and D-formats	28.03.24 – 31.03.24
47.	Remedial measures-2 for Weak students	28.03.24 – 31.03.24
48.	Students' academic performance monitoring and counseling -1	28.03.24 – 31.03.24
49.	Course end survey	26.03.24 – 28.03.24
50.	Submission of Term work – micro project	2 nd week of March 24
51.	Additional efforts for Bright students	1 st week of April 24
52.	Parent teacher meeting	1 st week of April 24
53.	In-Plant Training Awareness session for SY (I-scheme)student	April 24
54.	Training & Placement activity- Carrier Guidance	April 24
55.	Updating ERP data	April 24
56.	CO wise class test analysis ,Updating data banks and D-formats	20.04.24- 22.04.24
57.	Submission of completed course files to HOD	20.04.24- 22.04.24
58.	MSBTE Summer-24– Practical examination	10.04.24 – 19.04.24
59.	MSBTE Summer-24 – Theory examination	23.04.24 – 16.05.24
60.	Distribution Center (DC)	23.04.24 – 16.05.24
61.	Exam Centre (EC)	23.04.24 – 16.05.24
62.	Regional assessment Center (RAC)	26.04.24 – 22.05.24
63.	Staff selection meeting	June 24
64.	Declaration of MSBTE result	3 rd week of June 24




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