



ACAD-DI-04	Departmental Event Calendar	Academic Year: 2022-23
Rev : 00		Semester: I
Date: 2-4-2021		

Date of Preparation: 01/09/2022

Sr. No	Activity	Activity Details	In charge Staff	Planned Date	Conducted date	Remarks in case of any deviation
1	Internal Audit	Course file Audit	HOD	5 th September 2022		
2	Reporting of Student	Commencement of class SE,TE& B-Tech	HOD & Class teachers	5 th September 2022		
3	Hands on Training	C/Python Language Hands on Training for SE- CSE	All Staff members	5 th September 2022 to		
4	Admission Confirmation	Admission Confirmation SE,TE & B-Tech (AY-2022-23)	HOD & Class Teachers	1 st September 2022 to 10 th September 2022		
5	HOD's address to students of SE,TE & BE	Term work assessment guidelines	H.O.D.	5 th September 2022 to 7 th September 2022		
6	Faulty Feedback -1	Faulty Feedback -1 from Students	HOD & ERP Coordinator	20 th September 2022		
7	CA-1 Examination	CA-1 Examination based on Unit-1	HOD & All Staff Members	23 rd ,24 th ,25 th September 2022		
8	Department Event (Quiz or Poster Competition)	Poster competition on the occasion of Gandhi jayanti	HOD. & Staff members	2 nd October 2022		
9	PTM	Parents Teacher Meet (Time- 10.00 am to 11.00 am)	HOD & All Staff Members	8 th October 2022		
10	Technical Event	Technical event	HOD & All Staff Members	17 th to 18 th October 2022		
11	Industrial Visit	Industrial visit for SE & TE Students	HOD & IIC In- charge	20 th October 2022		
12	Mid Semester Examination	Mid Semester Examination based on 50 % syllabus	HOD & All Staff Members	4 th , 5 th 6 th November 2022		
13	Faulty Feedback -2	Faulty Feedback -2 from Students	HOD & ERP Coordinator	11 th November 2022		
14	FDP	Faculty Development program on Multidisciplinary	HOD. & Staff members	15 th November 2022 to 18 th November 2022		



15	CA-2 Examination	CA-2 Examination based on Unit-4	HOD & All Staff Members	9 th , 10 th , 11 th December 2022		
16	End Semester Examination	End Semester Examination	HOD & All Staff Members	16 th December to 15 th January 2023		
17	Internal Audit	Internal ISO-EOMS Audit	HOD & All Staff Members	19 th December 2022		
18	GFM Meeting	Every 15 Days	GFM	5 th September 2022 to 16 th December 2022		
19	End of classes	End of classes for SE, TE & B-tech	HOD	16 th December 2022		
20	Departmental meeting	Arrange the meeting with Faculty after 15 days	H.O.D. & Staff members	Every 15 days (Working Saturday)		
21	Principal Meeting	Principal meeting with HOD (Monday 10.00 am to 11.00 am)	HOD	Every 15 days (Monday)		
22	Certification courses or Personality development	Certification courses or Personality development for faculty & students	All Staff Members	5 th September 2022 to 16 th December 2022		
23	Guest Lecture / workshop/ seminar attend or participation	Arrange the guest lecture on Meditation or academic Part	All Staff Members	5 th September 2022 to 16 th December 2022		
24	Internship	1 week/ 2 Week / 1 Month Internship for students	All Staff Members	5 th September 2022 to 16 th December 2022		

SUMMARY

No of Events Planned	No of Events Conducted	Percentage of Completion
06		

Prepared

Co-ordinator

HOD

Principal