



ACAD-DI-04	Departmental Event Calendar	Academic Year: 2023-24
Rev : 00		Semester: I
Date: 2-4-2021		

Date of Preparation: 21/08/2023

Sr. No	Activity	Activity Details	In charge Staff	Planned Date	Conducted date	Remarks in case of any deviation
1	Pre-academic Faculty Meeting	Load Distribution, Roles & Responsibilities discussion, Academic Planning	HOD, all faculty members			
2	Reporting of Student (SE, TE & B-Tech)	Commencement of Classes Second year, Third Year & Final Year	HOD & Class teachers	21 st Aug 2023	21 st Aug 2023	
3	Orientation session	SE, TE & B. Tech	HOD, DAC, Class teachers, T&P	21 st Aug 2023	21 st Aug 2023	
4	Display of Defaulter List	Display of defaulter list for the month of August of all years	All class teachers	1 st September 23		
5	Teachers day celebration	Students celebrated teachers day	Event Coordinator	5 th September 23	5 th September 23	
6	Student Association	Formation and Process of Student Association	Coordinator & All Faculties	4 th September 23 to 9 th September 23	4 th September 23 to 9 th September 23	
7	NSS Activity	Visit to old age home	NSS Coordinator	8 th September 23	8 th September 23	
8	Social Activity	Visit to Talegaon Corporation for Road Safety	NSS Coordinator	9 th September 23	9 th September 23	
9	Project Phase-I	Review-1	Project Coordinator	9 th September 23	9 th September 23	
10	Logo Competition	Logo Design competition for student Association	Coordinator	10 th September 23	10 th September 23	
11	Engineer's Day celebration	Debate competition	Coordinator	15 th September 23	15 th September 23	
12	Department Internal Audit	Course File and class teacher file Audit	All teaching faculties	18 th to 21 st September 23		
13	Student counselling	One to one student counselling	All GFMs	20 th September 23	20 th September 23	
14	Student Association	Inauguration of Student Association (CESA)	Coordinator	22 nd September 23	25 th September 23	Due to unavailability of guest
15	Technical Event	3D Model competition	Coordinator	22 nd September 23	25 th September 23	Due to unavailability of guest



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16	Student Feedback-I	Feedback of all years	ERP Coordinator	30 th September 23		
17	Display of Defaulter List	Display of defaulter list for the month of September 23	All class teachers	1 st October 23		
18	Mid-Semester Examination	Mid-term exam for all years	Exam Coordinator	3 rd to 5 th October 23	3 rd to 5 th October 23	
19	Mid-Semester Result	Display of mid-semester examination marks to students	Exam Coordinator	13 th October 23		
20	Parent teacher meet	Display of student attendance & marks	All class teacher	14 th October 23		
21	Project Phase-I	Review-2	Project Coordinator	11 th to 13 th October 23		
22	Display of Defaulter List	Display of defaulter list for the month of October 23	All class teachers	1 st November 23		
23	Student Feedback-II	Feedback of all years	ERP Coordinator	6 th November 23		
24	Project Phase-I	Review-3	Project Coordinator	2 nd week of November 23		
25	Industry visit/MoUs	Visit to various industries and MoU signing	All Faculties	21 st August 23 to 22 nd November 23		
26	Value added course/add-on courses/audit courses	Different courses for all year students	All Faculties	21 st August 23 to 22 nd November 23		
27	FDP/SSTP/Certification Courses/Seminar/Webinar/Expert Session Organized	Various FDP, STTP, Seminar for students and faculties	All Faculties	21 st August 23 to 22 nd November 23		
28	End of Academic Semester	All years	All Faculties	22 nd November 23		
29	Final Defaulter & Detention List	Display of final defaulter & Detention list for Academic Semester	All Class teachers	24 th November 23		
30	GFM Meeting	Every 15 Days	GFM	21 st August 23 to 22 nd November 23		
31	Departmental meeting	Meeting with Faculty as per requirement	All Faculties	21 st August 23 to 22 nd November 23		
32	Research paper/ Copyright/ Book chapter/ Patent/ FDP attended/ Online Course Certificate/ Webinar/ workshop As per Individual Staff Target	<u>Target of Individual Faculty</u> <ul style="list-style-type: none">1 Research paper in Scopus1 FDP/ STTP Attended Certificate1 Webinar / Seminar/ Conference Attended Certificate1 Patent / Copyright Certificate	All Staff Members	21 st August 23 to 22 nd November 23		



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33	Internship	1 week/ 2 Week / 1 Month Internship for students	Coordinator	21 st August 23 to 22 nd November 23		
34	Foreign Language	Foreign language training for students	Coordinator	21 st August 23 to 22 nd November 23		

Prepared

Coordinator

HOD

Principal