

TPCT's College of Engineering, Solapur Road, Osmanabad.

Date: 01/01/2020

C. No: COE-19-20

ACADEMIC CALENDAR – A.Y. 2019- 20 (Part-II)

Activity Plan for the year (T.E. & B.E.) (DBAMU)



Sr. No.	Date	Activity	Dept.	Responsibility	Remarks
Pre-Commencement Activities					
A	07/01/2020	Class Room Maintenance & Readiness	All	HOD	HODs should notify to authorities, in time and monitor the Progress
		Procurement of Student Facilities & Amenities.	All	Management coordinator, Store I/C , Principal	
		Filling of Time Table in ERP software	All	Dept. TTC Member	TTC member should be in touch with system administrator.
		Display/Distribution of Time Table to Students/ Faculty & on college website	All	HOD & Website coordinator	Dean academics should verify it [Class, Lab., Master Time Table]
		Display of Divisions/Roll No/ Batches	FE/SE/TE/BE In all Depts.	Office	The duly signed student list to be forwarded to depts.
		Completion of Preventive / Breakdown Maintenance, Calibration, Installation of software etc.	Admin	Maintenance Engineer System Staff, Technical, Lab assts.	Lab in charges should be in touch with system staff. HOD need to verify and submit completion report to principal
	08/01/2020 to 15/01/2020	Governing body Meeting	Admin	Principal, Management coordinator	
	26/12/2019 to 12/01/2020	Field Training & Internship Training	All Depts.	TPO/HOD	
	08/01/2020	Course File Verification by HOD	All	HOD	HOD insures CO, PO & their attainment by subject in course file.
		Display of teaching plan in ERP	All	All faculties/HODs	
09/01/2020	Academic Affairs Committee Meeting	All Depts.	Dean Academics		
	Course File Verification by Dean Academics	All	Dean Academics	Dean Academics verify contents & keep record.	

10/01/2020	Course File Verification by Principal	All	Principal	
	Faculty Meeting about Academic & Other activities to be carried out during the term	All	Principal	
14/01/2020	Display of teaching plan in ERP	All	All faculties/HODs	

Commencement of term – 13/01/2020

B	16/01/2020	Commencement of Teaching as per Time Table	All	All Faculties	
		HOD's Address to students- Information about department facilities and policies	All Depts.	HOD	Undertaking for Attendance from students has to be collected
	17/01/2020	Clearing dues, College fees etc. by Students	All	CC/DAC/HOD	
	20/01/2020	Department Mentor Meeting-1	All Depts.	All staff	The report of meetings needs to be kept ready.
	22/01/2020	Project Review 1	All BE	Project Coordinators / Guides/ PACs	Evaluate UG Project through the Internal Panel
	26/01/2020	Alumini Meet- Republic Day	All	Alumni cell coordinator, HODs, staff	Alumini officer prepare report
	31/01/2020 to 02/02/2020	NSS Camp	NSS students	NSS Officer	NSS officer prepare report
	Every weekend of February	Technical Training (Python)	CSE & ETC Depts.	TPO	
	11/02/2020	Monthly review meeting of academic activities	All Depts.	Principal, Dean Academics, HODs	
	14/02/2020 to 15/02/2020	Technical Work Shop Series-II	TE (All Depts.)	TPO	
	14/02/2020	*Attendance Shortage List-I	All	CC/DAC/HOD	
	17/02/2020 to 20/02/2020	Internal Class Test-I	All	DAC/HOD	

19/02/2020	Holiday-Chhatrapati Shivaji Maharaj Jayanti			
20/02/2020	R&D Team meeting/ R&D activity/Review of Research Incubation Program activities	All Depts.	Dean, R&D, R&D committee, HODs	Review of the consultancy projects and research progress
20/02/2020 (2pm-5pm)	Guest Lect. II for TE - Experts from Industry/Teaching/ Research	All Depts.	DAC/TPO/HOD	HOD in concerned with TPO arrange the same
20/02/2020 to 23/02/2020	Annual Sports	All	Sport's In charge	Separate program schedule needs to be prepared
21/02/2020	Holiday-Mahashivratri			
24/02/2020	R&D Team meeting/ R&D activity/Review of Research Incubation Program activities	All Depts.	Dean, R&D, R&D committee, HODs	Review of the consultancy projects and research progress
	Infrastructure Feedback	All Depts.	Dean Infrastructure	
25/02/2020	Display of Internal Class Test-I Marks	All Depts.	DAC/HOD	
24/02/2020 to 26/02/2020	Remedial Classes	All Depts.	All Staff/DAC/HOD	
26/02/2020	Letters & SMS to Parents @ Attendance & Internal Class Test-I Performance	All Depts.	CC/DAC/HOD	
	Online Feedback - 1	All Depts.	ERP coordinator/ CC/HODs/PACs/CAs	
27/02/2020 to 03/03/2020	Training Session/Aptitudes Test & Soft Skill Training	TE & BE (All Depts.)		
29/02/2020 to 01/03/2020	Pre-placement Training for B.E. students	All	TPO	
02/03/2020 to 06/03/2020	Faculty Development Program	All Depts.	HOD(BSH)	
09/03/2020	Parent's Meet	All Depts.	HOD/Dean Academics	
	Project Review 1	All BE	Project Coordinators / Guides/ PACs	Evaluate UG Project through the Internal Panel
	Women's day Celebration	All Depts.	Women Development Cell coordinator and team	

10/03/2020	Holiday- Dhuliwandan			
23/03/2020 to 24/03/2020	Industrial Visit for T.E. & B.E. Student	All Depts.	DAC/TPO/HOD	Tour In charge prepare the Report
25/03/2020	Holiday-Gudipadawa			
26/03/2020 to 28/03/2020	Annual Social Gathering 2020	All	Dean Students Welfare	Separate program schedule needs to be prepared
02/04/2020	Holiday-Shri Ram Navmi			
03/04/2020	Self Defense Training for Female Students	All Depts.	Grievances Cell	
03/04/2020	*Attendance Shortage List-II	All	CC/DAC/HOD	
	Monthly review meeting of academic activities	All Depts.	Principal, Dean Academics, HODs	
	R&D Team meeting/ R&D activity/Review of Research Incubation Program activities	All Depts.	Dean, R&D, R&D committee, HODs	Review of the consultancy projects and research progress
06/04/2020	Holiday- Mahaveer Jayanti			
07/04/2020	Department Mentor Meeting-2	All Depts.	All staff	The report of meetings needs to be kept ready.
07/04/2020 to 09/04/2020	Internal Class Test-II	All	DAC/HOD	
09/04/2020 (2pm-5pm)	Guest Lect. III for BE - Experts from Industry/Teaching/ Research	All Depts.	DAC/TPO/HOD	HOD in concerned with TPO need to arrange the same
10/04/2020	Holiday-Good Friday			
14/04/2020	Holiday- Dr. Babasaheb Ambedkar Jayanti			
09/04/2020 to 14/04/2020	Remedial Classes	All Depts.	All Staff/DAC/HODs	
15/04/2020	Display of Internal Class Test-II Marks	All Depts.	DAC/HOD	
	Letters & SMS to Parents About Attendance & Internal Class Test-II Performance	All Depts.	CC/DAC/HOD	
17/04/2020	Graduation Day 2018	All Depts.	Dean Academics	

20/04/2020	*Attendance Shortage List-III	All Depts.	CC/DAC/HOD	
20/04/2020 to 24/04/2020	Farewell Function by all Departments	All Depts.	HOD	
	Improvement Test, Term Work Certification & Submission	All Depts.	CC & Sub. Teacher	
	Laboratory Mock Test	All Depts.	Faculties	
	Online Feedback - 2	All Depts.	ERP coordinator/cc/HODs	
27/04/2020	Notification of Final Detention List	All Depts.	HOD	
	Submission of Model Question Paper to Students & Library	All Depts.	Librarian/HOD	Librarian is need to make available these to students
28/04/2020	Sub. of certificates (STTP/Conf./Workshop etc.) to dept.	All Depts.	Faculties	
	Submission of course file, CC's notebook to department	All Depts.	Faculties & CCs	
30/04/2020	Term End			
01/05/2020	Holiday- Maharashtra Din			
01/05/2020 to 04/05/2020 (Tentative)	University Practical Exam		Dean Examination	Dean Exam is need to display exam schedule in concerned with university
07/05/2020	Holiday-Budhapoornima			
11/05/2020 onwards (Tent.)	University Theory Exam		Dean Examination	Dean Exam is need to display exam schedule in concerned with university
After Theory Exam	Summer Training Program For TE	All Depts.	TPO	
11/05/2020 to 15/05/2020	Academic Advisory committee Meeting	HOD's	HOD's	PO/PSO attainment of 2019-20 is to be presented and discussed in meeting
25/05/2020	Holiday- Ramajan EID			

15/06/2020 (Tentative)	Commencement of 1 st Term of Academic Year 2020-21			
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N.B.

* Students having attendance less than 75% before the declaration of Attendance Shortage List shall not be allowed for respective Internal Class Tests.

** Students should clear their tuition fee for A.Y. 2019-2020 in complete on or before 17th Jan. 2020. Failure to this, these students will not be allowed to take Internal tests, participate in Training & placement activities.

- Faculties should practice interactive & innovative methods in the classes as defined in their course files.
- Faculties should cover 100% syllabus as per University Question Paper to score full marks.
- Faculties should maintain daily class conduction report with date & number of students present.
- Faculties should be present 5 minutes before the commencement of their respective classes & also complete lecture within time.
- Faculties should fulfill all activities / events / workshops as assigned to them by HOD / Principal.
- Class Counselor should maintain records of students counseling in a separate diary for meetings.
- Faculties should make alternative arrangements of class / lab before availing CL/SPL without fail.
- 100% Lab. Conduction & attendance is mandatory for submission of term work.

Dr. D. D. Date

Dean Academics

Dr. V. V. Mane

Principal

Dr. V. V. Mane
I/C. Principal
College of Engineering
Osmanabad

Copy to

1. CEO, TPCT
2. Deans / All HOD's - for necessary actions
3. Staff Circulation Copy
4. Office Copy
5. Notice Board
6. Web Copy

Summary: 1) Total Working Days: 71

2) Examination, Placement, Training, Workshop, FDP, and &D activities are mentioned however separate schedule can be maintained by respective heads.

3) Expected instructional days:

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Jan-1			1	2	3		
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30	31		
Feb-2							
	3	4	5	6	7		
	10	11	12	13	14		
	17	18	19 Shivali Mahara Jayanti	20	21 Mahashivari		
	24	25	26	27	28		
Mar-3							
	2	3	4	5	6		
	9	10 Dussewada n	11	12	13		
	16	17	18	19	20		
	23	24	25 Gudipatwa	26	27		
	30	31					
April-4			1	2 shri Ram Naam	3		
	6 Mahara Jayanti	7	8	9	10 Good Friday		
	13	14 Ambedka r Jayanti	15	16	17		
	20	21	22	23	24		
	27	28	29	30			
	May-5					1 Mahara Din	
4		5	6	7 Buiha Purnima	8		
11		12	13	14	15		
18		19	20	21	22		
25		26	27	28	29		
Jun-6							
	2	3	4	5	6		
	9	10	11	12	13		