

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) (DBATU)
Activity Plan for (FY B.Tech, SY B.Tech, FY M.Tech & FY B.Pharm.)



Sr. No	Date	Activity	Dept.	Responsibility	Remarks
Pre-Commencement Activities					
A	06/01/2020	Commencement of Classes	FY B Pharm.		
	07/01/2020 for FY B. Tech, SY B. Tech, FY M. Tech & 05/01/2020 For FY B. Pharm.	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/B.Pharm 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 Depts.	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		
B	13/01/2020	Commencement of Term	FY B. Tech, SY B. Tech, & FY M. Tech			
	13/01/2020	Commencement of Teaching as per Time Table	All (Engg)	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.	
	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	
	07/02/2020 to 08/02/2020	Technical Work Shop Series -I	SY B Tech	TPO		
	11/02/2020	Monthly review meeting of academic activities	All Depts.	Principal, Dean Academics, HODs		
	13/02/2020 to 18/02/2020	Registration for Remedial Examination	UG & PG (Engg)			
	Improvement Sessional Examination Within 10 days after declaration of university result for FY B.Pharm.					
	19/02/2020	Holiday-Chhatrapati Shivaji Maharaj Jayanti				

20/02/2020 to 26/02/2020	Remedial Examination	UG & PG (Engg)	DAC/HOD	
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
	Guest Lect. I for SE - Experts from Industry/Teach/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	
	*Attendance Shortage List-I	All Depts.	CC/DAC/HOD	
27/02/2020 to 29/02/2020	CA-I for Engg.	All Depts.	CC/DAC/HOD	CA-I is to conducted by individual faculty & submit it exam section
	CA-I Marks submission to Exam section for Engg.			
02/03/2020 to 06/03/2020	Faculty Development Program	All Depts.	HOD(BSH)	
02/03/2020 To 07/03/2020	First Periodic Test for F Y B Pharmacy	Pharmacy	All Staff/DAC/HOD	
09/03/2020	Parent's Meet	All Depts.	HOD/Dean Academics	
	Women's day Celebration	All Depts.	Women Development Cell coordinator and team	
10/03/2020	Holiday- Dhuliwandan			
16/03/2020 to 19/03/2020	Mid Semester Examinations for Engg.	All Depts.	All Staff/DAC/HOD	
23/03/2020 to 24/03/2020	Industrial Visit for S.E. Students	All Depts.	DAC/TPO/HOD	Tour In charge prepare the Report

25/03/2020	Holiday-Gudipadawa			
24/03/2020 for Engg. & 04/03/2020 for Pharmacy	Letters & SMS to Parents @ Attendance of MSE (Engg) & 1 st Periodic Test (Pharmacy)	All Depts.	CC/DAC/HOD	
	Online Feedback - 1	All Depts.	ERP coordinator/ CC/HODs/PACs/CAs	
26/03/2020 to 28/03/2020	Annual Social Gathering 2020	All	Dean Students Welfare	Separate program schedule needs to be prepared
30/03/2020 To 03/04/2020	Exam form filling Regular & Supplementary	All UG & PG	All Staff/DAC/HOD	
02/04/2020	Holiday-Shri Ram Navmi			
03/04/2020	Self Defense Training for Female Students	All Depts.	Grievances Cell	
	*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.
10/04/2020	Holiday-Good Friday			
09/04/2020 to 14/04/2020	Remedial Classes	All Depts.	All Staff/DAC/HODs	
14/04/2020	Holiday- Dr. Babasaheb Ambedkar Jayanti			
17/04/2020	Graduation Day 2018	All Depts.	Dean Academics	
20/04/2020 to 24/04/2020	CA-II for Engg.	All Depts.	CC/DAC/HOD	CA-II is to conducted by individual faculty & submit it exam section
	CA-II Marks submission to Exam section for Engg.			
	Internal academic Audit	All Depts.	Dean Academics	Audit Format is to be ready for External audit reference

20/04/2020 to 24/04/2020 for B Pharmacy & 08/05/2020 to 14/05/2020 for Engg.	Farewell Function by all Departments (Engg.)	All Depts.	HOD	
	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 for B Pharmacy & 14/05/2020 for Engg.	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	End of Classes For Pharmacy	Pharmacy		
01/05/2020	Holiday- Maharashtra Din			
02/05/2020 to 08/05/2020	Second Periodic Test For B Pharmacy	Pharmacy	All Staff/DAC/HOD	
07/05/2020	Holiday-Budhapoornima			
13/05/2020	Letters & SMS to Parents @ Attendance 2 nd Periodic Test (Pharmacy)	Pharmacy	CC/DAC/HOD	
15/05/2020	End of Classes for Engg.	All Depts.(Engg)		
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
11/05/2020 to 19/05/2020	University Practical Examination For F Y B Pharmacy	Pharmacy	Dean Examination	Dean Exam is need to display exam schedule in concerned with university
16/05/2020 to 22/05/2020	Practical Examinations & B Tech Project Phase II Examinations all programs	All Depts.		
25/05/2020	Holiday- Ramajan EID			
26/05/2020 to 20/06/2020	End Semester & Supplementary Examination all UG and PG Programs	All Depts.	Dean Examination	Dean Exam is need to display exam schedule in concerned with university

02/06/2020 to 13/06/2020	University Theory Examination (Regular) For F Y B Pharmacy	Pharmacy		
22/06/2020 (Tentative)	Commencement of 1 st Term of Academic Year 2020-21	All Depts.		
15/07/2020	Submission of M. Tech Thesis	All PG	PG Coordinator	

N.B.

* Students having attendance less than 75% before the declaration of Attendance Shortage List shall not be allowed for respective CA-I & II, MSE (Engg.) & Periodic Test-I & II (Pharmacy).

** 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

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



Dr. V. V. Mane

Principal

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

Summary: 1) Total Working Days: 71

2) Examination, Placement, Training, Workshop, FDP, and R & 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 Mahavrat Jayanti	20	21 Mahabhrati	■	■
	24	25	26	27	28	■	■
Mar-3							■
	2	3	4	5	6	■	■
	9	10 Dhuliwada n.	11	12	13	■	■
	16	17	18	19	20	■	■
	23	24	25 Gudipadani	26	27	■	■
30	31						
April-4			1	2 Sri Ram Navmi	3	■	■
	6 Mahavrat Jayanti	7	8	9	10 Good Friday	■	■
	13	14 Anantkumar Jayanti	15	16	17	■	■
	20	21	22	23	24	■	■
	27	28	29	30			
May-5					1 Mahavrat Day	■	■
	4	5	6	7 Birtha 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	■	■