

Terna Public Charitable Trust's
COLLEGE OF ENGINEERING, OSMANABAD
ACADEMIC CALENDAR FOR YEAR 2017-18 [PART-II]

Month	Date	Activity	Responsibility
December 2017	20/12/2017	Verification of Course Files	Dean Academics/Principal
	21/12/2017 to 22/12/2017	Class Room Maintenance & Cleaning Procurement of Student Facilities & Amenities. Preparation of Time Table	Dean Administrative / Dean Academics
	25/12/2017	Holiday- Christmas Day	
	26/12/2017	Display of Time Table for Students & issue of Personal Time Table to Faculty	H.O.D.
January 2018	01/01/2018	Faculty Meeting about Academic & other activities to be carried out during the term	Principal
	02/01/2018	Commencement of Teaching for all courses as per Time Table	All Staff
	08/01/2018	Verification of experiments write up of respective labs	DAC/HOD
	08/01/2018 to 13/01/2018	Annual Sports	Sport Incharge
	26/01/2018	Alumini Meet- Republic Day	Alumini Officer
	29/01/2018 to 03/02/2018	Pre-placement Training for B.E. students	TPO
February 2018	10/02/2018	31st Graduation Day 2017	Dean Academics
	13/02/2018	Holiday-Mahshivratri	
	19/02/2018	Holiday-Chhatrapati Shuvaji Maharaj Jayanti	
	20/02/2018	Attendance Shortage List-I	HOD
	22/02/2018 to 24 /02/2018	Internal Class Test-I	HOD/DAC
	24/02/2018 (3pm to 5pm)	Guest Lecture-I by Expert from Industry/ Teaching / Research for SE students	HOD/DAC/TPO
	27/02/2018	Letters & SMS to Parents regarding attendance & Class Test-I Performance	CC/DAC
March 2018	01/03/2018	Parents Meet at 2 pm to 5 pm(Respective department)	DAC/HOD
	02/03/2018	Holiday-Dhulivandan	
	09/03/2018	Industrial Visit for S.E. students	CC/DAC
	09/03/2018 to 10/03/2018	Technical Workshop for T.E. students	CC/HOD
		Guest Lecture-II by Expert from Industry/ Teaching / Research for TE students	DAC/HOD
	09/03/2018	Guest Lecture-II by Expert from Industry/ Teaching / Research for BE students	HOD/DAC/TPO
	23/03/2018	Industrial Visit for T.E. students	CC/DAC
		Industrial Visit for B.E. students	CC/DAC
		Attendance Shortage List-II	HOD
	26/03/2018 to 28/03/2018	Internal Class Test-II	DAC/HOD
	28/03/2018 (3pm to 5pm)	Guest Lecture-III by Expert from Industry/Teaching / Research for TE students	DAC/HOD
	29/03/2018 to 01/04/2018	NSS Camp	NSS Officer
	29/03/2018	Holiday-Mahveer Jayanti	

Month	Date	Activity	Responsibility
	30/03/2018	Holiday-Good Friday	
April 2018	02/04/2018	Letters & SMS to Parents regarding attendance & Class Test-II Performance	CC/HOD
	03/04/2018	Feedback from Students at 10.30am -11.30am	CC/DAC
	12/04/2018	Attendance Shortage List-III	HOD
	13/04/2018 to 14/04/2018	Annual Social Gathering	All Deans/ All HODs/Principal
	13/04/2018	Laboratory Mock Test	Lab Incharge/Subject teacher
	16/04/2018	Submission of model question paper to dept & Library	Subject teacher
	16/04/2018 to 18/04/2018	Improvement Test, TermWork Certification & Submission	SubjectTeacher/CC
	18/04/2018	Notification of Final Detained List	HOD
	19/04/2018	Submission of certificates of STTP,Conference, Workshop etc. attended to dept	Subject teacher
	20/04/2018	Farewell Function by all dpartment	Department Association/HOD
	23/04/2018	Submission of course file, CC's notebook to department	SubjectTeacher & CC
		University Practical Exam	Subject Teacher with External Examinar
		University Theory Exam	Dean Examination
		Commencement of First Term of Academic Year 2018-19	

- NOTE:**
- 1.Faculties should practice interactive & innovative methods in the classes.
 - 2.Faculties should cover 100% syllabus to score in University Question Paper.
 - 3.Surprise visit in class/ lab will be by higher authority.
 - 3.Faculties should maintain daily class conduction activity with date & number of students present.
 - 4.Faculties should be present 5 minutes before the commencement of their respective classes & also complete lecture within time .
 - 5.Faculties should fulfill the assigned department activities/events/workshops as assigned to them by HOD/Principal.
 - 6.Class Councilor should maintain records of students counseling in a separate diary for meetings.
 - 7.Faculties should make alternative arrangements of class/lab before availing CL/SPL without fail.

sd/
Dean Academics

sd/
Principal

Copy to: 1. Mech. 2. ETC 3. CSE/MCA 4. CIVIL 5. BSH 6. W/S 7. Office 8. NSS Officer
9.TPO 10.Lib 11.OC