

Terna Public Charitable Trust's
COLLEGE OF ENGINEERING, OSMANABAD
 ACADEMIC CALENDAR FOR STAFF OF SE, TE & BE FOR YEAR 2017-18 [PART-I]

Month	Date	Activity	Responsibility
June 2017	27/06/2017	College reopening after Summer Vacations	
	27/06/2017 to 30/06/2017	Class Room Maintenance & Cleaning Procurement of Student Facilities & Amenities. Preparation of DIGI Class Rooms. Preparation of Time Table & verification of Course Files	Dean Administrative / Dean Academics
	30/06/2017	Display of Time Table for Students & issue of Personal Time Table to Faculty	H.O.D.
	03/07/2017	All Faculty Meeting regarding Academic & other activities to be carried out during the term	Principal
July 2017	03/07/2017	Commencement of Term. Starting of Classes as per Time Table. Revision of fundamentals required for each subject in theory & lab work is expected.	All Staff
	04/07/2017 to 06/07/2017	Faculty Development Program on " Successful Ways of Making Effective Teaching"	Chief Coordinator
	28/07/2017	Parent Teacher Interaction	H.O.D. / D.A.C. / Staff
	01/08/2017	Regular Theory & Practical Classes as per Time Table	All Staff
August 2017	03/08/2017 to 04/08/2017	Technical Workshop-I	H.O.D./C.C.
	07/08/2017	Class Test-I Guest Lecture-I by Expert from Industry/ Teaching / Research	H.O.D. / D.A.C.
	14/08/2017	Class Test-I	H.O.D. / D.A.C.
	15/08/2017	Holiday - Independence Day	
	17/08/2017 to 18/08/2017	Technical Workshop-II	H.O.D./C.C.
	21/08/2017	Class Test-I	H.O.D. / D.A.C.
	23/08/2017	University Foundation Day Flag Hoisting	
	25/08/2017	Holiday - Ganesh Chaturthi	
	28/08/2017	Class Test-I	H.O.D. / D.A.C.
	30/08/2017	Local Holiday - Mahalaxmi Poojan	
	31/08/2017	Display of Defaulters List-I	C.C. / D.A.C.
	September 2017	01/09/2017	Class Test-I
03/09/2017		Sending Letters & SMS to Parents regarding Attendance & Class Test-I Performance of their Son/Daughter/Ward	C.C. / D.A.C.
04/09/2017		Class Test-II Guest Lecture-II by Expert from Industry/ Teaching / Research	H.O.D. / D.A.C.
07/09/2017 to 08/09/2017		Technical Workshop-III	H.O.D./C.C.
11/09/2017		Class Test-II	H.O.D. / D.A.C.
15/09/2017		Engineers Day	H.O.D./C.C.
17/09/2017		Marathwada Mukti Sangram Flag Hoisting	
18/09/2017		Class Test-II	H.O.D. / D.A.C.
25/09/2017		Class Test-II Guest Lecture-III by Expert from Industry/Teaching / Research	H.O.D. / D.A.C.
28/09/2017		Class Test-II, Display of Defaulters List-II	H.O.D. / D.A.C.
29/09/2017		Local Holiday - Khande Navami	

Month	Date	Activity	Responsibility	
October 2017	02/10/2017	Holiday - Mahatma Gandhi Jayanti		
	03/10/2017	Sending Letters & SMS to Parents regarding Attendance & Class Test-II Performance of their Son/Daughter/Ward	C.C. / D.A.C.	
	09/10/2017	Feedback from Students	C.C. / D.A.C.	
	13/10/2017 to 14/10/2017	Term Work Certification & Submission	Subject Teacher	
	19/10/2017 to 21/10/2017	Holidays - Deepawali		
	23/10/2017	Alumini Meet	Alumini Officer	
	23/10/2017 to 25/10/2017	Term Work Certification & Submission	Subject Teacher	
	26/10/2017 to 28/10/2017	Improvement Test	H.O.D. / D.A.C.	
	27/10/2017	Notification of Final Defaulters List Sending Letters & SMS to Parents regarding Attendance & Average Class Test Marks of their Son/Daughter/Ward	C.C. / D.A.C.	
	29/10/2017	Term End		
	30/10/2017 to 09/11/2017	University Practical Exam		
	13/11/2017 to 02/12/2017	University Theory Exam		
	December 2017	18/12/2017	Commencement of Second Term	

- NOTE:**
1. Class Tests shall be conducted on every Monday from 09.30 to 10.30 am starting from 7th August 2017.
 2. All Faculties should cover entire syllabus accounting to cover 100 marks in the University Question Paper.
 3. Faculties should maintain daily class conduction activity with date & number of students should. They should practice interactive & innovative methods during classroom interaction.
 4. Faculties should be present 5 minutes before the commencement of their respective classes.
 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 & bring during meetings.
 7. Faculties should make alternative arrangements of class/lab before availing CL/SPL without fail

[Signature]
30/6/17
Dean Academics

[Signature]
30/06/17
Principal