

MET Bhujbal Knowledge City

Institute of Engineering

ACADEMIC CALENDAR (PG)

Academic Year: 2023-2024

Department of MCA

Semester -I

Sr.No.	Details of Activities	Dates	Responsibility / In charge
1	Workload and Portfolio Distribution	7/08/23	H.O.D.
2	Teaching Plan / Lab Plan submission	16/08/23	All staff
3	Admission Procedure for FY and SY	14 - 18/08/23	Admission Coordinator /Class Coordinator
4	Time Table Preparation & Display of Time table on website and notice board	14/08/23	Time Table Coordinator
5	Lab Preparation (Installation of S/W according to syllabus)	16 - 18/08/23	Subject In charge , Technical Assistant
6	Submission of consent for Elective	17 - 18/08/23	Class Coordinator
7	Provisional Roll List Preparation	21/08/23	Class Coordinator
8	Induction Program	22/08/23	All Staff
9	Commencement of Teaching	14/08/23	All Staff
10	Bridge Gap Program for FY	21/08/23 to 25/08/23	Concern Staff
11	Teachers Day celebration	5/09/23	All Staff
12	SPARX (Engineering Week)	15/09/23 to 17/09/23	All Staff
13	Unit Test I conduction	2/10/23 to 5/10/23	Exam Coordinator
14	Letters to Parents regarding Attendance of students ,Test Marks and Progress	8/10/23	Class Coordinator
15	IIT Spoken Tutorial Exam	30/11/23	IIT Spoken Tutorial coordinator
16	Workshop for SY Students	20/11/23	Workshop Coordinator
17	Unit Test II Conduction	20/11/23 to 25/11/23	Exam Coordinator
18	Letters to Parents regarding Attendance of students ,Test Marks and Progress	29/11/23	Class Coordinator
19	Synergy Session (Alumni Session)	9/12/23	Synergy Coordinator
20	Practical Submission and Assessment	12/12/23 to 15/12/23	Concern Staff
21	Conclusion of Teaching	16/12/23	All Staff
22	Display of Internal Marks	16/12/23	
23	University Practical Examination	18/12/23 to 23/12/23	Exam Coordinator
24	Workload and Portfolio Distribution for Next Semester	26/12/23	H.O.D.

Note: There may be some changes in the schedule depending on SPPU Exam dates & Practical Submission dates.



H.O.D.

Prof. P.D. Jadhav

Head of Department

Master of Computer Application

MET's Institute of Engineering

Bhujbal Knowledge City

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Principal
Dr. V.P. Wani

