

**Institute of Engineering**  
**Department of Computer**  
**Under Graduate Academic Calendar (2020-21)**

**Sem-II**

S.N.	Details of Activity	Incharge/Responsibility
<b>January 2021</b>		
1	Lab Practicals Demonstration by faculties	All Faculty Members
2	Teaching Plan /Lab Plan Submission	All Faculty Members
3	Savitribai Phule Birth Anniversary	Trust Office
4	Admission Procedure For SE,TE & BE	Class Coordinators
5	Time Table Preparation & Display of time table & Syllabus on Web site / Notice boards in department	Time table co-ordinator Prof.S.B.Borse
6	Lab Set up (Installation of require S/W & H/W w.r.t. syllabus)	Lab Incharges & Technical Assistance
7	Provisional Roll list Assignment by respective Class Co-ordinators & stationary distribution to students(SE,TE & BE)	Class Coordinators
8	Commencement of Teaching	All Subject Incharges
9	Submission of TE Seminar Topics & Consent for BE Elective Subject	Seminar coordinator & BE Class Coordinator
10	Allotment of Seminar Guide & Display of Final Seminar List	Seminar coordinator
11	Student's Monthly Attendance Display to Notice Board	Class Coordinators
<b>February 2021</b>		
12	1 <sup>st</sup> BE Project Presentation/Demonstration (Stage II)	Project Co-ordinator ,Project Guides Supervisor appointed
13	TE Seminar Presentations/Report Submission	Seminar coordinator & Seminar Guides
14	Industrial Visit	Industrial Visit co-ordinator, Class Coordinators & HoD
15	Celebration of Republic Day	Trust Office
16	Student's Monthly Attendance Display to Notice Board	Class Coordinators
<b>March 2021</b>		
17	2 <sup>nd</sup> BE Project Presentation/Demonstration (Stage II)	Project Co-ordinator ,Project Guides Supervisor appointed
18	Letters to parents regarding student's attendance(I)	Class Coordinators
19	Assignment ,Remedial Classes ,Question Bank Uploading (For In-sem Preparation)	All Faculty Members
20	Savitribai Phule Death Anniversary	Trust Office
21	Conduction of Class Test(TE & BE) & Online	Exam Co-ordinator Prof.R.P.Aher

	Test (SE)	
22	Assessment of class test papers & Discussions with students regarding In-sem exam	All Faculty Members
23	Faculty meeting about Academic Audit Meeting Review	HoD & All Faculty Members
24	Academic Audit Meeting with ,Academic Assessment & Quality Improvement committee(AAQIC) members	Principal ,HoD ,All faculty members of department & External committee members of AAQIC
25	Student's Academic Mid Term Feedback	Class coordinators & Prof.S.B.Borse
26	Student's Monthly Attendance Display to Notice Board	Class Coordinators
<b>April 2021</b>		
27	Mid Term Practical Submission & Assessment	All Practical Incharges
28	University In-Semester (TE & BE) & On-line Exam(SE)	Exam Co-ordinator
29	Mahatma Jyotiba Phule Birth Anniversary	Trust Office
30	IIT Spoken Tutorial Test on FOSS tool (SE,TE & BE)	Prof.A.S.Chaudhari
31	3 <sup>rd</sup> BE Project Presentation/Demonstration (Stage II)	Project Co-ordinator ,Project Guides Supervisor appointed
32	Expert Lectures against Gap identification /Content Beyond Syllabus for SE,TE & BE	Respective Course Incharges & Class Coordinators
33	Student's Academic/Facilities End Term Feedback	Class coordinators & Prof.S.B.Borse
34	Student's Monthly Attendance Display to Notice Board	Class Coordinators
35	Letters to parents regarding student's attendance(II)	Class Coordinators
<b>May 2021</b>		
36	Final BE Project Presentation/Submission of Project Report	Project Co-ordinator ,Project Guides Supervisor appointed
37	End Sem Practical/Assignment Submission	All Practical & Theory Incharges
38	Conduction of MOC Practical exam	Practical Incharges
39	Mahatma Jyotiba Phule Birth Anniversary	Trust Office
40	Conclusion of teaching	All Faculty Members
41	University Practical/Oral Project Examination	Exam Section & Exam Co-ordinator
42	Load Distribution for next semester	HoD
43	University Theory Examination	Exam Section & Exam Co-ordinator

**NOTE:Subject to the notifications from State Govt & University from time to time .**

**Dates & timings will be communicated on student's official e-mail groups.**

**HoD**

  
(Dr.M.U.Kharat)

**Principal**

  
(Dr.V.P.Wani)