

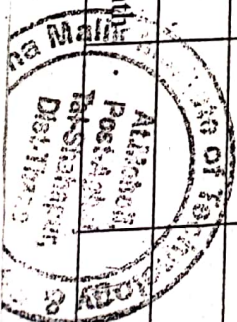


Atma Malik Institute of Technology & Research (AMRIT)
Department of Electronics & Telecommunication Engineering

ACAD-DI-04	Departmental Event Calendar	Academic Year: 2023-24
Rev : 00		Semester: ODD
Date: 11-7-2022		

Date of Preparation: 02/06/2023

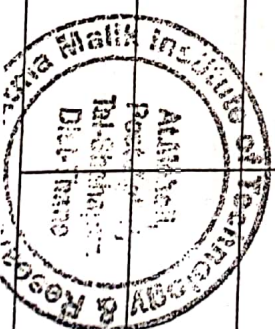
Sr. No.	Activity	Activity Details	In charge Staff	Planned Date	Conducted date	Remarks in case of any deviation
1.	Departmental meeting	Arrange the meeting with HOD and discuss the Department problems	Academic Coordinator	Once in a week		
2.	Commencement of classes (SE, TE, BE)	Lesson plan, Practical plan, and syllabus for first unit test must be prepared before commencement of term.	All Staff Members	10/07/2023 (TE and BE) & 17/7/2023(SE)		
3.	HOD's address to students of SE, TE & BE	Guiding session on Internal Marks like IA, TW, Oral/Practical	H.O.D.	10/07/2023 (TE and BE) & 17/7/2023(SE)	16/7/23 17/7/23	
4.	Presentation by faculty	Arrange the Presentation by faculty regarding course content & delivery methodology.	HOD	10/07/2023	10/7/23	
5.	Orientation program	Orientation program for students and parents of Direct second year	Staff Coordinator	After the completion of centralized admission process		
6.	Mentor meeting	Arrange the mentor-mentee meeting and discuss the students' problems	Respective Mentors	28/07/2023	28/7/2023	
7.	Display of Student Attendances	Display of Student Attendances for SE/TE/BE	Class Coordinators	31/07/2023	31/7/2023	
8.	Guest Lecture	Arrange the guest lecture on 5G Technology by Mr. Rahul Badhe	Staff Coordinator	01/08/2023		
9.	Principal meeting	Arrange the meeting with Principal and discuss the Department problems	All Staff Members	Once in a Month		





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10.	Add-On program	Arrange the ADD-ON Workshop by Dolphin Lab	Prof. Sumit Kumar	7-11 August 2023		
11.	Guest Lecture	Arrange the guest lecture on DVL SI by Industry Expert	Prof. Sumit Kumar	17/08/2023		
12.	Workshop	Arrange the Workshop on Energy Literacy Training by Swarajya foundation	Prof. Sumit Kumar & Prof. Nisha Shelar	21/08/2023-25/08/2023	23/08/2023	
13.	Students Attendances & Defaulter List	Display of Students Attendances & Defaulter List for SE/TE/BE	Class Coordinators	31/08/2023		
14.	Internal Assessment -I	Internal Assessment -I for SE/TE/BE	All Staff Members	Sept 2023		
15.	Students Mid Sem Feedback	Students Mid Sem Feedback for SE/TE/BE	Dept. Academic Coordinator	06/09/2023		
16.	Industrial Visit	Industrial Visit to All India radio transmitting station	Staff Coordinator	13/09/2023		
17.	Display of IA-1 Result	Display of IA-1 Result for SE/TE/BE	Dept. Exam Coordinator	Sept 2023		
18.	Parents Meet	Arrange the meeting with Departmental staffs and Parents to discuss the students problems	All Staff Members & H.O.D	15/09/2023		
19.	Alumni Connect Program	Expert session on "Data Science and its career field" by Mr. Soham Zadokar, Alumnus EXTC, AMRIT	Prof. Sumit Kumar	25/09/2023		
20.	Guest Lecture	Arrange the guest lecture for SE Students on Electronic Devices & Circuits	Staff Coordinator	27/09/2023		
21.	Provisional Detention List	Display of Provisional Detention List for SE/TE/BE	Class Coordinators	30/09/2023		
22.	Students End Sem Feedback	Students End Sem Feedback for SE/TE/BE	Dept. Academic Coordinator	03/10/2023		





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23.	Internal Assessment -II	Internal Assessment -II for SE/TE/BE	All Staff Members	Oct. 2023		
24.	Display of IA-II Result	Display of IA-II Result for SE/TE/BE	Dept Exam Coordinator	Oct. 2023		
25.	Faculty & Students Training	Arrange Fires safety training program by Mr. Sagar Shewale.	Prof. Sumit Kumar	13 Oct 2023		
26.	Conclusion of Teaching	Syllabus Coverage, IA-I, IA-II Result, Extra Lecture	All Staff Members & H.O.D	Oct. 2023		
27.	Term Work Submission	Term Work Submission for SE/TE/BE	All Staff Members	Oct. 2023		
28.	OR/PR Examination	Conduction of OR/PR Examination	All Staff Members	Oct. 2023		
29.	Display Detention List (Odd sem)		Dept. Academic coordinator	1/12/2023		
30.	End Sem Examination	University Examination for SE/TE/BE	All Staff Members	Nov-Dec 2023		

SUMMARY

No of Events Planned	No of Events Conducted	Percentage of Completion
29		

Prof. Nisha Shelar
 Prepared by

Prof. Sumit Kumar
 HOD

Dr. Sachin Munde
 Academic Dean



Dr. D. D. Shinde
 Principal