



!! Sabka Malik Atma !!
Vishwatmak Jangli Maharaj Ashram Trust's
Atma Malik Institute of Technology & Research (AMRIT)
Department of Engineering Science And Humanities

ACAD-DI-04	Departmental Event Calendar	Academic Year: 2022-23
Rev : 00		Semester: Odd
Date: 11-7-2022		

Date of Preparation: 5/11/2022

Sr. No	Activity	Activity Details	In charge Staff	Planned Date	Conducted date	Remarks in case of any deviation
1	Induction Program	One week Induction Programme	All Staff Members	7/11/2022 - 11/11/2022	7/11/2022 - 11/11/2022	
2	Commencement of classes	Lesson plan, Practical plan and syllabus for first unit test must be prepared before commencement of term.	All Staff Members	11/11/2022	11/11/2022	
3	Expert Lecture	Arrange Expert lecture on Competitive exam(Session 1)	Prof. Tejaswini Nehe	16/11/2022	16/11/2022	
4	HOD's address to students of	Term work assessment guidelines	H.O.D.	21/11/2022	21/11/2022	
5	Departmental meeting	Arrange the meeting with HOD and discuss the Department problems	All Staff Members	02/12/2022	02/12/2022	
6	Principal meeting	Arrange the meeting with Principal and discuss the Department problems	All Staff Members	12/12/2022	12/12/2022	
7	Departmental meeting	Arrange the meeting with HOD and discuss the Department problems	All Staff Members	19/12/2022	19/12/2022	
8	Presentation by faculty	Arrange the Presentation by faculty regarding course content & delivery methodology.	H.O.D	21/12/2022	21/12/2022	
9	Tutor meeting	Arrange the tutor meeting and discuss the students their problems	Respective tutor teacher	30/12/2022	30/12/2022	
10	Departmental meeting	Arrange the meeting with Departmental staffs and discuss the Department problems	H.O.D	4/1/2023	5/1/2023	
11	Expert lecture	Arrange Expert lecture (Session 2)	Prof. Tejaswini Nehe	13/1/2023	13/1/2023	
12	Principal meeting	Arrange the meeting with Principal and discuss the Department problems	H.O.D	20/1/2023	20/1/2023	
13	Departmental meeting	Arrange the meeting with HOD and discuss the Department problems	All Staff Members	27/1/2023	27/1/2023	



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SUMMARY

No of Events Planned	No of Events Conducted	Percentage of Completion
13	13	100%

[Signature]
Prepared

[Signature]
Co-ordinator

[Signature]
HOD

[Signature]
Principal
Principal
Atma Malik Institute of Technology & Research
At Maholi, Post-Aghai, Tal-Shahapur, Dist-Thane

