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

Date of Preparation: 01/07/2023

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	All Staff Members	03/07/2023	3/07/2023	
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	10/07/2023	
3.	Departmental meeting	Arrange the meeting with HOD and discuss the Department problems	All Staff Members	19/07/2023	24/07/2023	Due to Red alter for heavy rainfall 2day Holiday
4.	Seminar	Arrange the Seminar on Cyber Security for SE/TE/BE	Staff Coordinator	27/07/2023	22/08/23	will conducted in Aug 2023
5.	Mentor meeting	Arrange the tutor meeting and discuss the students their problems	Respective tutor teacher	28/07/2023	18/07/2023	Regarding Provisional admission/college start
6.	Display of Student Attendances	Display of Student Attendances for SE/TE/BE	Class Coordinators	31/07/2023	31/07/2023	
7.	Principal meeting	Arrange the meeting with Principal and discuss the Department problems	All Staff Members	04/08/2023		
8.	Departmental meeting	Arrange the meeting with HOD and discuss the Department problems	All Staff Members	09/08/2023	2/08/2023	Due to provisional adm meeting conducted before plan date
9.	Guest Lecture	Arrange the guest lecture on SAP for SE/TE/BE	Staff Coordinator	17/08/2023		
10.	Departmental meeting	Arrange the meeting with HOD and discuss the Department problems	All Staff Members	25/08/2023	25/08/23	Done
11.	Work Shop	Arrange the 5 Days Workshop on Block chain for SE/TE/BE	Staff Coordinator	21/08/2023-25/08/2023		
12.	Departmental meeting	Arrange the meeting with Departmental staffs and discuss the Department problems	All Staff Members	28/08/2023	28/08/23	Done

13.	Students Attendances & Defaulter List	Display of Students Attendances & Defaulter List for SE/TE/BE	Class Coordinators	31/08/2023	31/08/23	Done
14.	Students Mid Sem Feedback	Students Mid Sem Feedback for SE/TE/BE	Dept. Academic Coordinator	05/09/2023	5/09/23	Done
15.	Internal Assessment -I	Internal Assessment -I for SE/TE/BE	All Staff Members	Sept 2023		Done
16.	Departmental meeting	Arrange the meeting with Departmental staffs and discuss the Department problems	All Staff Members	15/09/2023	15/09/23	Done
17.	Display of IA-1 Result	Display of IA-1 Result for SE/TE/BE	Dept. Exam Coordinator	Sept 2023		Done
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.	Guest Lecture	Arrange the guest lecture for SE Students on Python	Staff Coordinator	27/09/2023	4/10/23	
20.	Provisional Detention List	Display of Provisional Detention List for SE/TE/BE	Class Coordinators	30/09/2023		
21.	Departmental meeting	Arrange the meeting with Principal and discuss the Department problems	All Staff Members & H.O.D	30/09/2023		Done
22.	Students End Sem Feedback	Students End Sem Feedback for SE/TE/BE	Dept. Academic Coordinator	03/10/2023		
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.	Conclusion of Teaching	Syllabus Coverage, IA-I, IA-II Result, Extra Lecture	All Staff Members & H.O.D	Oct. 2023		
26.	Term Work Submission	Term Work Submission for SE/TE/BE	All Staff Members	Oct. 2023		
27.	OR/PR Examination	Conduction of OR/PR Examination	All Staff Members	Oct. 2023		
28.	End Sem Examination	University Examination for SE/TE/BE	All Staff Members	Oct. 2023		
29.	Departmental meeting	Arrange the meeting with Principal and discuss the Department problems	All Staff Members & H.O.D	13/11/2023		
30	Essay Writting & Elocution Compelition			29/09/23	29/09/23	Done

SUMMARY

No of Events Planned	No of Events Conducted	Percentage of Completion
3®		

Prepared by

Prof. Yogeshwari Hardas

HOD

Prof. Yogeshwari Hardas

Vice- Principal

Prof. Govind Chavan

Principal

Dr. D. D. Shinde