



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

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

Date of Preparation:

Sr. No	Activity	Activity Details	In-charge Staff	Planned Date	Conducted date	Remarks in case of any deviation
1	Commencement of classes (TE,BE)	Lesson plan, Practical plan and syllabus for first unit test must be prepared before commencement of term.	All Staff Members	11/7/2022	11/7/2022	
2	Commencement of classes (SE)	Lesson plan, Practical plan and syllabus for first unit test must be prepared before commencement of term.	All Staff Members	18/7/2022	25/7/2022	By University circular
3	Departmental meeting	Arrange the meeting with HOD and discuss the Department problems	All Staff Members	2/8/2022	2/8/2022	
4	Seminar	Arrange the Seminar on IOT Considerations and its applications	Prof. Vaishali shinde	24/8/2022	24/08/2022	
5	Principal meeting	Arrange the meeting with Principal and discuss the Department problems	Prof. Vaishali shinde	25/8/2022	25/8/2022	
6	Seminar	Arrange the Seminar on IOT Considerations and its applications	Prof. Vaishali shinde	24/8/2022	24/08/2022	
7	Mentor Meeting	All mentors arrange meeting with their mentees and discuss issues	All Mentors	30/8/2022	30/8/2022	
8	Display of Student attendance and defaulter list	Class Teacher display student attendance and defaulter list	All Class teacher	13/9/2022	13/9/2022	
9	Principal meeting	Arrange the meeting with Principal and discuss the Department problems	Prof. Vaishali shinde	29/9/2022	29/9/2022	
10	Departmental meeting	Arrange the meeting with HOD and discuss the Department problems	All Staff Members	3/10/2022	3/10/2022	
11	Mentor Meeting	All mentors arrange meeting with their mentees and discuss issues	All Mentors	04/10/2022	04/10/2022	
12	Display of Student attendance and defaulter list	Class Teacher display student attendance and defaulter list	All Class teacher	12/10/2022	12/10/2022	
13	Detention list	Class Teacher display student detention list	All Class teacher	12/10/2022	12/10/2022	
14	Departmental meeting	Arrange the meeting with HOD and discuss the Department problems	All Staff Members	21/10/2022	21/10/2022	



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15	Departmental meeting	Arrange the meeting with HOD and discuss the Department problems	All Staff Members	09/11/2022	9/11/2022	
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SUMMARY

No of Events Planned	No of Events Conducted	Percentage of Completion
15	15	100%

[Signature]
Prepared By

[Signature]
Co-ordinator

[Signature]
HOD

[Signature]
Principal



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