



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

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

Date of Preparation: 4/01/2023

Sr · No ·	Activity	Activity Details	In charge Staff	Planned Date	Conducted date	Remarks in case of any deviation
1	Commencement of classes (SY,TY)	Lesson plan, Practical plan and syllabus for first unit test must be prepared before commencement of term.	All Staff Members	2/2/2023		
2	HOD's address to students of (SY,TY)	Regarding Introduction of course & Term work assessment guidelines.	H.O.D.	2/2/2023		
3	Tutor meeting / Mentor meeting	Tutor meeting / Mentor meeting and discuss the students their problems	Respective tutor/ Mentor teacher	One per Month		
4	Departmental meeting	Meeting with Departmental staffs and discuss the Department problems	H.O.D	Two per Month		
5	Students Attendance	Display of Students Attendance	Departmental Academic Coordinator	28/2/2023		
6	Internal Assessment	Internal Assessment I	Departmental Exam Coordinator	15/3/2023 TO 17/3/2023		
7	Feedback	Mid Sem Feedback about faculty from students	Feedback Incharge	17/3/2023		
8	Students Attendance	Display of Students Attendance & defaulter list	Departmental Academic Coordinator	31/3/2023		
9	Parents Meet	Discussion about students attendance & performance	Mentor	25/4/2023		
10	Internal Assessment	Internal Assessment II	Departmental Exam Coordinator	8/5/23 TO 10/5/23		
11	Feedback	End Sem Feedback about faculty from Beneficiary	Feedback Incharge	09/5/2023		
12	Detention List	Provisional Detention List	Departmental Academic Coordinator	6/5/2023		
13	Detention List	Final Detention List of students	Departmental Academic Coordinator	7/5/2023		



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14	Guest Lecture	Guest lecture for Civil engineering (Diploma) students.	All Staff Members	Mid of Feb		
		Guest lecture for Civil engineering (Diploma) students.		First Week of March.		
15	Industrial Visit	For Subject CMA/SWM/CEW	Subject Incharge	Last Week of FEB		
16	Term Work Submission	Term Work Submission	Subject Incharge	11/5/2023		
17	MSBTE OR/PR Exam	MSBTE OR/PR Exam	Subject Incharge / Departmental Exam Incharge	13/5/2022 TO 20/5/2023		

SUMMARY

No of Events Planned	No of Events Conducted	Percentage of Completion
16		

Prepared

Co-coordinator

HOD

Principal