



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

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

Date of Preparation: 02/07/2023

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		
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		
3.	HOD's address to students of SE, TE & BE	Start ODD Semester	H.O.D.	10/07/2023		
4.	Departmental meeting	Arrange the meeting with HOD and discuss the Department problems	All Staff Members	12/07/2023		
5.	Mentor meeting	Arrange the tutor meeting and discuss the students their problems	Respective tutor teacher	28/07/2023		
6.	Display of Student Attendances	Display of Student Attendances for SE/TE/BE	Class Coordinators	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	07/08/2023		
9.	Guest Lecture	Arrange the guest lecture on Industry Expert	Staff Coordinator	17or18/08/2023		
10.	MESA welfare activity	Arrange Visit to Matoshree Adult Care center At Khadavali	Staff Coordinator	21/08/2023		
11.	Safety Awareness Program	Safety Awareness Program for SE/TE/BE	Staff Coordinator	22 or 28/08/2023		
12.	Departmental meeting	Arrange the meeting with HOD and discuss the Department problems	All Staff Members	22/08/2023		



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

13.	Work Shop / FDP	Arrange the 5-6 days FDP on How to write Research Paper	Staff Coordinator	23/08/2023-27/08/2023	
14.	MESA Welfare activity	Arrange National sports day activity	Staff Coordinator	29/08/2023	
15.	Departmental meeting	Arrange the meeting with Departmental staffs and discuss the Department problems	All Staff Members	31/08/2023	
16.	Students Attendances & Defaulter List	Display of Students Attendances & Defaulter List for SE/TE/BE	Class Coordinators	31/08/2023	
17.	Internal Assessment -I	Internal Assessment -I for SE/TE/BE	All Staff Members	Sept 2023	
18.	Students Mid Sem Feedback	Students Mid Sem Feedback for SE/TE/BE	Dept. Academic Coordinator	06/09/2023	
19.	Departmental meeting	Arrange the meeting with Departmental staffs and discuss the Department problems	All Staff Members	08/09/2023	
20.	Industrial Visit	Industrial Visit for SE/TE/BE	Staff Coordinator	1st week of Sept 2023	
21.	Display of IA-I Result	Display of IA-I Result for SE/TE/BE	Dept. Exam Coordinator	Sept 2023	
22.	Parents Meet	Arrange the meeting with Departmental staffs and Parents to discuss the students problems	All Staff Members & H.O.D	15/09/2023	
23.	Guest Lecture	Arrange the guest lecture for SE/TE/BE	Staff Coordinator	2nd week of Sept 2023	
24.	Provisional Detention List	Display of Provisional Detention List for SE/TE/BE	Class Coordinators	30/09/2023	
25.	Departmental meeting	Arrange the meeting with Principal and discuss the Department problems	All Staff Members & H.O.D	30/09/2023	
26.	Students End Sem Feedback	Students End Sem Feedback for SE/TE/BE	Dept. Academic Coordinator	03/10/2023	
27.	Add on Course	Arrange Add on course for SE/TE/BE	Staff Coordinator	Oct. 2023	
28.	Internal Assessment -II	Internal Assessment -II for SE/TE/BE	All Staff Members	Oct. 2023	
29.	Display of IA-II Result	Display of IA-II Result for SE/TE/BE	Dept Exam Coordinator	Oct. 2023	



30.	Departmental meeting	Arrange the meeting with Departmental Staffs and discuss the Department problems	All Staff Members & H.O.D	18/10/2023	
31.	Conclusion of Teaching	Syllabus Coverage, IA-I, IA-II Result, Extra Lecture	All Staff Members & H.O.D	Oct. 2023	
32.	Term Work Submission	Term Work Submission for SE/TE/BE	All Staff Members	Oct. 2023	
33.	OR/PR Examination	Conduction of OR/PR Examination	All Staff Members	Oct. 2023	
34.	End Sem Examination	University Examination for SE/TE/BE	All Staff Members	Oct. 2023	
35.	Departmental meeting	Arrange the meeting with Principal and discuss the Department problems	All Staff Members & H.O.D	13/11/2023	

SUMMARY

No of Events Planned	No of Events Conducted	Percentage of Completion
35		

Prepared by

Prof. R. S. Gaikwad

Co-ordinator

Prof. R. S. Gaikwad

HOD

Dr. G. D. Sonawane

Principal

Dr. D. D. Shinde

Principal

 Atma Malik Institute of Technology & Research
 Al-Mohali, Post-Aghai, Tal-Shahapur, Dist-Thane