

MANJARA CHARITABLE TRUST
RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI

CIRCULAR: ACADEMIC CALENDAR OF SECOND HALF OF 2019–20

All the students and staff members are informed that the Academic Calendar for F.E., S.E., T.E., B.E. (All branches) & M.E. (Heat Power) for the term from 06th January 2020 to 18th April 2020 shall be as under.

Second Term – Even Semester

F.E.: 08th January 2020 to 04th June 2020 (Both days inclusive)

S.E, T.E, B.E and M.E.: 06th January 2020 to 07th June 2020 (Both days inclusive)

| Academic Plan (STAFF AND STUDENTS) - 06th January 2020 to 18th April 2020 | | |
|---|--|---|
| Commencement of Theory and Practical Classes | | 06th January 2020 |
| Attendance Display | First display of attendance up to 04/02/2020 | 06 th February 2020 |
| | Second display of attendance up to 04/03/2020 | 06 th March 2020 |
| | Third display of attendance up to 03 rd April 2020 | 07 th April 2020 |
| Project Reviews for BE SEM VIII | First Review | 07 th February 2020 |
| | Second Review | 20 th March 2020 |
| | Submission of Final Report – Guide & Library | 03 rd April 2020 |
| | Submission of E-Report to Department Project Coordinator | 09 th April 2020 |
| Mid-Term Examinations | First Mid Semester Test | 17 th February 2020 to 22 nd February 2020 |
| | Internal K.T. Exam | 24 th February 2020 to 28 th February 2020 |
| | Second Mid Semester Test | 11 th April 2020 to 16 th April 2020 |
| Extra-Curricular and Co-Curricular | Student Council Formation | 15 January 2020 to 20 January 2020 |
| | Convocation Function | 24 th January 2020 |
| | Alumni Meet 2020 | 22 nd March 2020 |
| | Technical Fest | 23 rd March 2020 to 24 th March 2020 |
| | Cultural Fest: ZODIAC 2020 | 26 th March 2020 to 28 th March 2020 |
| Submissions | Mid-Term Submissions | 24 th February 2020 to 28 th February 2020 |
| | Final Submissions | 03 rd April 2020 to 08 th April 2020 |
| End Semester Examinations | ORALS/PRACTICALS Conduction of oral / Practical Exams of all semesters (FE, SE, TE, BE and BE) | 20 nd April 2020 to 30 th April 2020 |
| | ATKT Commencement of Theory Exams of all Engineering for SE, TE & BE (SEM III, V, VII) and FE SEM I | 26 th May 2020 to 11 th June 2020 |
| | REGULAR Commencement of Theory Exams of all Engineering for FE, SE, TE & BE (SEM II, IV & VI) and ME SEM II | 7 th May 2020 to 25 th May 2020 |
| Vacations | First vacation slot, subject to completion of oral / practical examinations | 23 rd April 2020 to 6 th May 2020 30 th April 2020 to 15 th May 2020 |
| | Non vacation slot | 18 nd May 2020 to 17 th June 2020 |
| | Second vacation slot subject to completion of examination assessment work | 18 th June 2020 to 1 st July 2020 |
| Commencement of new term | | 6th July 2020 |



Dr. Sanjay U. Bokade
Principal (I/C)

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| Academic Monitoring (STAFF ONLY) | | | |
|--|---|--|-----------------------------------|
| Department Advisory Board Meetings | 1 st July – 7 th July - 2020 | | |
| Department Meetings called by HOD | January 1 st week - 2020 | February 2 nd – 3 rd Week - 2020 | April 1 st Week - 2020 |
| Lesson Plan endorsement by HOD | 2 nd January - 2020 | | |
| Feedbacks by HODs and Submission | January 3 rd Week - 2020 | | |
| Academic Diary Monitoring by HODs | February 2 nd – 3 rd Week - 2020 | March 4 th Week - 2020 | April 3 rd Week - 2020 |
| Academic Diary Monitoring by Principal | March 1 st Week - 2020 | May 3 rd Week - 2020 | |
| Students feedback on faculty teaching | April 3 rd Week 2020 | | |
| Documentation Audit - INTERNAL | 15 th April to 20 th April - 2020 | | |
| <ul style="list-style-type: none"> ▪ Stock Verification and DSR update ▪ Write off recommendations & Write off | 20 th April to 30 th April 2020 | | |
| Academic Audit - EXTERNAL | 1 st July – 10 th July - 2020 | | |
| Program Assessment _ - EXTERNAL | 1 st July – 10 th July - 2020 | | |
| Self-Appraisal Submission Week | 1 st June to 5 th June - 2020 | | |
| Submission of Department Budget | February 3 rd Week 2020 | | |

| Action Plan and Action Taken Reports (STAFF ONLY) | | | |
|--|---|-----------------------------------|--------------------------|
| | Action Plan | Action Taken Report | Report Submission |
| Department Advisory Board Meetings | 20 th July 2020 | 1 st Week of June 2021 | Principal |
| Feedbacks by HODs | HODs oral information to faculties to improve on shortcomings in teaching as marked by students - January 4 th Week - 2020 | | IQAC - Coordinator |
| Documentation Audit - INTERNAL | Information to faculty to update the file as remarked by the Audit Team – immediately after Documentation Audit | | Vice-Principal |
| Students Feedback on Faculty Teaching with lower scores | 2 nd January - 2020 | May 3 rd Week - 2020 | Principal |
| Academic Audit - EXTERNAL | Action Plan by individual and the Department based on the comments by experts - 31 st July 2020 | 1 st Week of June 2021 | Principal |
| Program Assessment _ - EXTERNAL | 31 st July 2020 | 1 st Week of June 2021 | Principal |

Note:

- All the staff & students are advised to **strictly adhere to the Academic Calendar** and students to attend the lectures / Practical regularly.
- Faculties should be **available for examination and assessment work** as required.
- Other than the Institute level Alumni Meet, departments should plan the **department level alumni meet**.
- **Project Activities** must be strictly followed as per the indicated dates and encourage students to participate in Tech-Fest

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- HODs should submit the **Department Budget** in consultation with the Department Budget Committee. Budget should be with the provision of repair & maintenance, consumables, new purchases and other relevant provisions as advised by Budget Committee.
- Coordinators for the following activities

| SN | Activity | Coordinator |
|----|------------------------------------|---|
| 01 | Department Advisory Board Meetings | Dr. Satish Ket, Professor in Computer Engineering |
| 02 | All types of Feedbacks | Dr. Sunil Wankhede IQAC - Coordinator |
| 03 | Documentation Audit - Internal | Dr. Sanjay Deshmukh Vice-Principal |
| 04 | Academic Audit - External | |
| 05 | Program Assessment - External | Dr. Rajesh Kale Associate Professor in Mechanical Engineering |

Dr. Sanjay U. Bokade
Principal (i/c)

