

  
 MANJARA CHARITABLE TRUST  
**RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI**  
 JUHU-VERSOVA LINK ROAD, VERSOVA, ANDHERI (W), MUMBAI-400 053

Date: 11/12/2018

**CIRCULAR:- ACADEMIC CALENDAR OF FIRST HALF OF 2018–19**

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 07<sup>th</sup> January 2019 to 20<sup>th</sup> April 2019 shall be as under.

<b>Academic Plan ( STAFF AND STUDENTS)</b>	<b>07<sup>th</sup> January 2019 to 20<sup>th</sup> April, 2019</b>
Commencement of Theory and Practical Classes	07 <sup>th</sup> January 2019
First display of attendance up to 15/02/2019	18 <sup>th</sup> February 2019
First Mid Semester Test	18 <sup>th</sup> February 2019 to 23 <sup>rd</sup> February 2019
Convocation Function	25 <sup>th</sup> January 2019
Internal K.T. Exam	25 <sup>th</sup> February 2019 to 1 <sup>st</sup> March 2019
Second display of attendance up to 15/03/19	18 <sup>th</sup> March 2019
Alumni Meet 2019	3 <sup>rd</sup> March 2019
Technical Fest	25 <sup>th</sup> March 2019 to 26 <sup>th</sup> March 2019
Cultural Fest: ZODIAC'2019	27 <sup>th</sup> March 2019 to 29 <sup>th</sup> March 2019
Second Mid Semester Test (UG+PG)	12 <sup>th</sup> April 2019 to 20 <sup>th</sup> April 2019
Third display of attendance up to 12 <sup>th</sup> April 2019	12 <sup>th</sup> April 2019
Submissions	8 <sup>th</sup> April to 12 <sup>th</sup> April 2019
Conduction of oral / Practical Exams of all semesters (FE, SE, TE and BE)	22 <sup>nd</sup> April 2019 to 2 <sup>nd</sup> May 2019
Commencement of Theory Exams of all Engineering Semester (UG & PG)	7 <sup>th</sup> May 2019 Onwards
First vacation slot, subject to completion of oral / practical examinations	23 <sup>rd</sup> April to 6 <sup>th</sup> May 2019 3 <sup>rd</sup> May to 21 <sup>st</sup> May 2018
Non vacational slot	22 <sup>nd</sup> May to 20 <sup>th</sup> June 2019
Second vacation slot subject to completion of examination assessment work	21 <sup>st</sup> June to 2 <sup>nd</sup> July 2019
<b>*Commencement of new term</b>	<b>8<sup>th</sup> July 2019 ( Tentative Dates )</b>

<b>Academic Monitoring ( STAFF ONLY )</b>			
Department Advisory Board Meetings	1 <sup>st</sup> July – 7 <sup>th</sup> July		
Department Meetings called by HOD	January 1 <sup>st</sup> week	Feb. 2 <sup>nd</sup> – 3 <sup>rd</sup> Week	April 1 <sup>st</sup> Week
Lesson Plan endorsement by HOD	3 <sup>rd</sup> – 4 <sup>th</sup> January		
Feedbacks by HODs and Submission	January 3 <sup>rd</sup> week		
Academic Diary Monitoring by HODs	Feb 2 <sup>nd</sup> -3 <sup>rd</sup> Week	March 4 <sup>th</sup> Week	April 3 <sup>rd</sup> Week
Academic Diary Monitoring by Principal	April 1 <sup>st</sup> Week	May 3 <sup>rd</sup> Week	
Internal Documentation Audit	15 <sup>th</sup> April to 20 <sup>th</sup> April		
Assessment of Mapping and Attainment	July 2 <sup>nd</sup> -3 <sup>rd</sup> week		
Academic Audit - EXTERNAL	1 <sup>st</sup> July – 7 <sup>th</sup> July		
Self-Appraisal Submission Week	1 <sup>st</sup> June to 5 <sup>th</sup> June		
Submission of Department Budget	5 <sup>th</sup> to 15 <sup>th</sup> June		

**MCT**  
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**Note:**

- All the staff & students are advised to **strictly adhere to the academic calendar** and students to attend the lectures / Practicals regularly.
- All faculty 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** and the **parents meet** during the Mid-Sem examination period.
- All the project coordinators should prepare the **Project Calendar** of their department having three periodical reviews and the indicative dates of submission as well as participation in Tech-Fest.
- HODs should **submit the Department Budget** with provision of repair & maintenance, consumables, new purchases and other relevant provisions as advised by Budget Committee.
- \*Indicate tentative dates Final dates will be informed on receipt of the circular from University.



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

Date:- 11/12/2018

## **NOTICE:-F.E., S.E., T.E., B.E. & M.E. (All branches)**

### **SUB. : Commencement of classes**

All the students of above classes are hereby informed that, as per the University of Mumbai circular, **arrangement of term is from 7<sup>th</sup> January 2019 to 20<sup>th</sup> April 2019. So lectures and practicals of above classes shall commence on 7<sup>th</sup> January 2019.** The detailed time-table of all the classes is available on the respective departmental notice board. All the students are advised to attend the lectures and practicals regularly.

As per the University of Mumbai, DTE & Govt. of Maharashtra norms, 75% attendance in theory and practicals is compulsory.

All the students are advised to refer academic calendar displayed on notice board. This is for their information.



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

Copy to,

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