


 MANJARA CHARITABLE TRUST
RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI
 JUHU-VERSOVA LINK ROAD, VERSOVA, ANDHERI(W), MUMBAI-400053

Date: 18-08-2021

CIRCULAR: ACADEMIC CALENDAR OF FIRST/HALF OF 2021-22

All the students and staff members are informed that the Academic Calendar for **S.E., T.E. & B.E.** (All branches) for First Half of 2021-22 will be as follows. Please note that the calendar is as per the guidelines received from Mumbai University.

First Term – Odd Semester

S.E.: 23rd August 2021 to 11th December 2021.

T.E & B.E.: 12th July 2021 to 23rd October 2021.

Academic Plan (STAFF AND STUDENTS): S.E.: 23 rd August 2021 to 11 th December 2021. T.E & B.E.: 12 th July 2021 to 23 rd October 2021.		
Commencement of Theory and Practical Classes		S.E.: 23 rd August 2021 T.E & B.E.: 12 th July 2021
Attendance Display	S.E.: First display of attendance up to 01/10/2021	04 th October 2021
	T.E. & B.E.: First display of attendance up to 27/08/2021	30 th August 2021
	S.E.: Second display of attendance up to 03/12/2021	06 th December 2021
	T.E. & B.E.: Second display of attendance up to 14/10/2021	18 th October 2021
Project Reviews for BE SEM VII	First Review	03 rd September 2021
	Second Review	01 st October 2021
	Submission of E-Report to Department Project Coordinator	14 th October 2021
Mini Project Review	S.E.: First Review	11 th October 2021
	T.E.: First Review	03 rd September 2021
	S.E.: Second Review	22 nd November 2021
	T.E.: Second Review	08 th October 2021
Mid-Term Examinations	T.E. & B.E.: First Mid Semester Test	23 rd August 2021 to 27 th August 2021
	S.E.: First Mid Semester Test	11 th October 2021 to 14 th October 2021
	<u>Internal K.T. Exam</u> S.E.	25 th October 2021 to 29 th October 2021
	T.E. & B.E.:	30 th August 2021 to 03 rd September 2021
	T.E. & B.E.: Second Mid Semester Test	18 th October 2021 to 22 nd October 2021
	S.E.: Second Mid Semester Test	06 th December to 10 th December 2021
Submissions	S.E.: Final Submissions	29 th November to 03 rd December 2021
	T.E. & B.E.: Final Submissions	11 th October 2021 to 14 th October 2021

End Semester Examinations	Orals/Practicals (S.E.) : Conduction of oral / Practical Exams of all semesters	13 th December 2021 to 18 th December 2021
	(T.E. and B.E.) : Conduction of oral / Practical Exams of all semesters	25 th October 2021 to 13 th November 2021
	Theory Exam S.E.: Semester-III	23 rd December 2021 to 04 th January 2022
	S.E.: Semester-IV	24 th December 2021 to 05 th January 2022
	T.E. & B.E.: Semester- V & VII	22 nd November 2021 to 04 th December 2021
	T.E. & B.E.: Semester- VI & VIII	07 th December 2021 to 22 nd December 2021
Commencement of New Term		10th January 2022

Academic Monitoring (STAFF ONLY)			
Lesson Plan endorsement by HOD	July 03 rd Week 2021		
Early-stage feedbacks by HODs and Submission S.E. T.E. & B.E	October 3 rd Week- 2021 August 3 rd Week- 2021		
Academic Diary Monitoring by HODs	August 4 th Week - 2021	September 4 th Week-2021	October 4 th Week 2021
Academic Diary Monitoring by Vice Principal*/Principal#	September 1 st Week* - 2021	October 4 th Week** - 2021	
End Semester Feedback	18 th October – 22 nd October 2021		


Academic Meetings	Dates		
Note: The Minutes of Meetings and the Action Taken Report of precedence meeting has to be kept ready at the scheduled meetings.			
Academic Committee Meeting	06-07-2021		
Department Meetings called by HOD	July 2021 - 03 rd Week	August 2021 – 4 th Week	October 2021 – 3 rd Week
Department Advisory Board Meetings	August 1 st Week 2021		
IQAC Meeting	September 1 st Week 2021	January 4 th Week 2022	
College Development Committee (CDC) Meeting	August 4 th Week 2021	May 1 st Week 2022	
Department level Alumni Meetings	September 1 st week 2021		
Parent meeting	23 rd August to 27 th August 2021		

Note:

- Department can plan their meeting with Industries and other stake holders as per departmental convenience
- All the staff & students are advised to strictly adhere to the Academic Calendar and students to attend the lectures / Practical regularly (online – till further instructions).
- Faculties must be available for examination and assessment work as required and complete the same within stipulated time.
- 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 various competitions.

Coordinators for the following activities

SN	Activity	Coordinator
01	College Development Committee (CDC) Meeting	Dr. Sanjay Deshmukh , Vice-Principal
02	All types of Feedback	Dr. Sunil Wankhede , IQAC - Coordinator
03	Documentation Audit	Dr. Sanjay Deshmukh , Vice-Principal
04	Academic Audit & Program Assessment	Dr. Sanjay Deshmukh , Vice-Principal & Dr. Rajesh Kale , Professor in Mechanical Engineering

 Digitally signed by
DR.SANJAY U
BOKADE
Date:
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Dr. Sanjay U. Bokade
Principal

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ACADEMIC CALENDAR OF FIRST YEAR OF 2021 -2022

Date: 25 – 11 – 2021

**F.E. (All branches) for the term from 13th Dec 2021 to 26th February 2022 shall be as under
FE FIRST HALF (ODD SEMESTER) OF 2021 -2022**

Academic Plan (STAFF AND STUDENTS) - 13th Dec 2021 to 26th February 2022		
Commencement of Theory and Practical Classes		13 th Dec 2021
Orientation Program (F.E.) • Institute information • Academic activities and curriculum		13 th Dec 2021
Induction Program (F.E.) • Universal Human Values • Know your branch • Subject Orientation • Introduction of Student club/professional bodies		07 th Dec 2021 to 11 th Dec 2021
Attendance Display	First display of attendance up to 14 th Jan 2022	18 th Jan 2022
	Second display of attendance up to 24 th Feb 2022	28 th Feb 2022
Mid-Term Examinations	First Mid Semester Test	19 th Jan 2022 to 21 st Jan 2022
	Internal K.T. Exam	24 th Jan and 25 th Jan 2022
	Second Mid Semester Test	2 nd Mar 2022 to 4 th Mar 2022
Submissions	Mid Semester Submission	12 th Jan to 14 th Jan 2022
	Final Submissions	23 rd Feb to 25 th Feb 2022
End Semester Examinations	<u>ORALS/PRACTICALS</u> Conduction of oral / practical exams	28 th Feb to 05 th Mar 2022
	<u>REGULAR</u> Commencement of Theory Exams	07 th Mar to 16 th Mar 2022
Commencement of New Term		28 th Mar 2022 onwards

Academic Monitoring (STAFF ONLY)			
Department Meetings called by HOD	Dec 1 st week - 2021	Jan 2 nd week - 2022	Feb 2 nd week - 2022
Lesson Plan endorsement by HOD	Dec 2 nd week - 2021 (13 th Dec to 17 th Dec 2021)		
Feedbacks by HODs and Submission	Jan 1 st week - 2022		
Academic Diary Monitoring by HODs	Jan 1 st Week	Feb 2 nd Week	Mar 2 nd Week
Academic Diary Monitoring by Principal	Jan 3 rd Week	March 3 rd Week	
Parents meet	Jan 4 th week 2022		
Students feedback on faculty teaching	23 rd Feb to 25 th Feb 2022		


Dr. Sanjay D. Deshmukh
Dean Academics




Dr. Sanjay U. Bokade
Principal

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CIRCULAR: ACADEMIC CALENDAR OF SECOND HALF OF 2021–22

Date: 10th January 2022

All the Students and staff members are informed that the Academic Calendar for **F.E., S.E., T.E., B.E.**(All branches), for Second Half of 2021-22 will be as follows.

Second Term – Even Semester

F.E. (SEM-I), ME (SEM-I) Term: 13th December 2021 – 26th February 2022 (Including Submission)

F.E. (SEM-II), ME (SEM-II) Term: 28th March 2022 – 18th June 2022

S.E, T.E & B.E: 10th January 2022 to 30th April 2022 (Both days inclusive)

Academic Plan (STAFF AND STUDENTS) - 13th December 2021 to 18th June 2022		
Commencement of Theory and Practical Classes		13 th December 2021-18 th June 2022
Attendance Display	First display of attendance up to 18/02/2022	21 st February 2022
	Second display of attendance up to 13/04/2022	18 th April 2022
Project Reviews for BE SEM VIII	First Review	14 th February 2022
	Second Review	08 th April 2022
	Submission of E-Report to Department Project Coordinator	13 th April 2022
	Submission of Final Report – Guide & Library	18 th April 2022
Mini Project Review	First Review	11 th February 2022
	Second Review	01 th April 2022
Mid-Term Examinations	First Mid Semester Test	21 th February 2022 to 25 th February 2022
	Internal K.T. Exam	28 th February 2022 to 04 th March 2022
	Second Mid Semester Test	25 th April 2022 to 29 th April 2022
Submissions	Final Submissions	20 th April 2022 to 22 nd April 2022
F.E. (SEM-I), ME (SEM-I) Term	Term	13 th December 2021 – 26 th February 2022 (Including Submission)
	ORALS/PRACTICALS FE (SEM-I)/ ME (SEM-I)	28 th February 2022 – 05 th March 2022
	Commencement of Theory Exam FE (SEM-I)/ ME (SEM-I)	07 th March 2022 – 16 th March 2022
F.E. (SEM-II), ME (SEM-II) Term	Term	28 th March 2022 – 18 th June 2022
	ORALS/PRACTICALS FE (SEM-II)/ ME (SEM-II)	20 th June 2022 – 25 th June 2022
	Commencement of Theory Exam FE (SEM-II)/ ME (SEM-II)	27 th June 2022 – 06 th July 2022
Direct Second Year (DSE-III) Undergraduate Course	Term	10 th December 2021 – 05 th February 2022 (Including Submission)
	ORALS/PRACTICALS	07 th February 2022 – 12 th February 2022
	Commencement of Theory Exam	14 th February 2022 – 23 rd February 2022
End Semester Examinations	ORALS/PRACTICALS Conduction of oral / Practical Exams of all semesters (SE, TE and BE)	02 nd May 2022 - 12 th May 2022
	REGULAR Commencement of Theory Exam of all Engineering for SE, TE & BE (IV, VI & VIII)	16 th May 2022 - 28 th May 2022
Commencement of New Academic Year		11th July 2022

Academic Monitoring (STAFF ONLY)			
Lesson Plan endorsement by HOD	7 th January- 2022		
Department Meetings called by HOD	January 2 nd Week 2022	March 2 nd Week 2022	April 2 nd Week 2022
Feedbacks by HODs and Submission	February 3 rd Week – 2022		
Academic Diary Monitoring by HODs	February 01 st Week 2022	March 3 rd Week 2022	April 3 rd Week 2022
Academic Diary Monitoring by Vice Principal*/Principal**	February 3 rd Week* 2022	May 1 st Week - 2022	

Students feedback on faculty teaching	11 th April – 13 th April 2022
Documentation Audit - INTERNAL	25 th April – 29 th April 2022
<ul style="list-style-type: none"> ▪ Stock Verification and DSR update ▪ Write off recommendations & Write off 	June 1 st Week 2022
Computer/IT Audit Audit of various systems (including staff PCs)	Verification of IP address, MAC Address: -May 2 nd Week 2022 Head of Departments to submit report to IT committee (Prof. Swapnil Gharat & Prof. Suresh Mistry) of institute.
Academic Audit - EXTERNAL	August 2 nd Week 2022
Program Assessment - EXTERNAL	August 3 rd Week 2022
Self-Appraisal Submission Week	25 th April – 29 th April 2022
Submission of Department Budget	18 th April – 22 nd April 2022


Academic Meetings	Dates		
Note: The minutes of meetings and the action taken report of the precedence meeting has to be kept ready at the schedule meetings			
College Development Committee (CDC) Meeting	January 2022	December 2022	
IQAC Meetings	January 2 nd Week 2022	February 4 th Week 2022	
Departmental level Alumni meetings	March 1 st Week 2022		
Parents Meetings	March 2 nd Week 2022		
Feedbacks by HODs	HODs oral information to faculties to improve on shortcomings in teaching as marked by students - March 2nd Week 2021		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	February 4 th Week 2021	May 3 rd Week - 2021	Principal
Academic Audit - EXTERNAL	August 2022		
Program Assessment - EXTERNAL	August 2022		

Note:

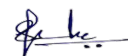
- All the staff & students are advised to **strictly adhere to the Academic Calendar** and students to attend the lectures / Practical regularly.
- Department can plan their meeting with industries and other stake holders as per departmental convenience.
- Faculties should be **available for examination and assessment work** as required.
- **Project Activities** must be strictly followed as per the indicated dates and encourage students to participate in various competitions.
- 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	College Development Committee (CDC) Meeting	Dr. Sanjay Deshmukh (Vice-Principal)
02	All types of Feedback	Dr. Sunil Wankhede (IQAC – Coordinator)
03	Documentation Audit - Internal	Dr. Sanjay Deshmukh (Vice-Principal & Dean Academics)
04	Academic Audit - External	
05	Program Assessment – External	Dr. Rajesh Kale (Professor in Mechanical Engineering & Dean R&D)


Dr. Sanjay Deshmukh
Dean Academics




Dr. Sanjay Bokade
Principal

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