

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

Date: 04-12-2020

**CIRCULAR:- ACADEMIC CALENDAR OF FIRST HALF OF 2020-21**

Academic Calendar for **S.E., T.E., B.E. (All branches) & M.E. (all branches)** for the term from **07<sup>th</sup> August 2020 to 1<sup>st</sup> December 2020** shall be as under.

**ODD SEMESTER- FIRST HALF OF 2020-2021**

<b>Arrangement of Term (S.E./T.E./B.E.)</b>	<b>07<sup>th</sup> Aug 2020 to 1<sup>st</sup> Dec 2020</b>
Commencement of Online Theory and Practical (In Virtual Lab)	<b>15<sup>th</sup> July 2020</b>
First display of attendance for S.E./T.E./B.E	10 <sup>th</sup> Sept 2020
<b>GANAPATI HOLIDAYS</b>	<b>24<sup>th</sup> Aug to 27<sup>th</sup> Aug 2020</b>
<b>MID TERM SUBMISSIONS</b>	<b>2<sup>nd</sup> Nov to 6<sup>th</sup> Nov 2020</b>
First Mid Sem. Test (S.E./T.E./B.E.)	26 <sup>th</sup> Oct to 29 <sup>th</sup> Oct 2020
Second display of attendance for S.E./T.E./B.E.	11 <sup>th</sup> Nov 2020
Second Mid Sem Test (F.E./S.E./T.E./B.E./M.E.)	19 <sup>th</sup> Nov to 24 <sup>th</sup> Nov 2020
<b>FINAL SUBMISSION (S.E./T.E./B.E.)</b>	<b>25<sup>th</sup> Nov to 1<sup>st</sup> Dec 2020</b>
Commencement of Oral/Practical Examinations	10 <sup>th</sup> Dec 2020 onwards
Online Submission of Internal Exam and Term work Marks	Before 24 <sup>th</sup> Dec 2020
Commencement of theory examinations (Special Backlog Examinations) FE, SE, TE, (Sem I to VI) ME (SEM I and II) Referring Circular Referring to Circular No. DBOEE/ICD/2020-21/ 05 dtd. 26 <sup>th</sup> May, 2020	2 <sup>nd</sup> Dec 2020 to 15 <sup>th</sup> Dec 2020
Theory Examinations SE, TE, BE (SEM IV, VI, VIII) ME (SEM II)	23 <sup>rd</sup> Dec 2020 to 6 <sup>th</sup> Jan 2021
Theory Exams – FE, SE, TE, BE (SEM I, II, III, V, VII) ME ( SEM I, II)	7 <sup>th</sup> Jan 2021 to 20 <sup>th</sup> Jan 2021
<b>Commencement of New Term</b>	<b>25<sup>th</sup> Jan 2021</b>

**Academic Monitoring**

Academic Monitoring activities shall take place as per the regular policies, however due to issues of present pandemic the dates and nature of conducting shall vary so that the safety protocols of COVID 19 are maintained.

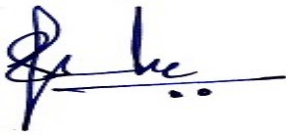
- Department Meetings called by HODs
- Lesson Plan endorsement by HODs
- Academic Diary Monitoring by HODs
- Diary Monitoring by Principal Sept
- Internal Documentation Audit
- Department Advisory Board Meetings
- Assessment of Mapping and Attainment levels of Program Outcomes

**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 / Practical regularly.
- All faculty should be available for examination and assessment work as required.
- Departments should plan the department level alumni Interactions 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.



**Dr. Sanjay U. Bokade**  
**Principal**



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**CIRCULAR: ACADEMIC CALENDAR OF SECOND HALF OF 2020-21**

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) & M.E. (EXTC) for Second Half of 2020-21 will be as follows.

**Second Term – Even Semester**

F.E. (SEM-I), ME (SEM-I) Term: 21<sup>st</sup> January 2021 – 30<sup>th</sup> April 2021 (Including Submission)

F.E. (SEM-II), ME (SEM-II) Term: 05<sup>th</sup> May 2021 – 17<sup>th</sup> August 2021

S.E, T.E & B.E: 04<sup>th</sup> February 2021 to 13<sup>th</sup> May 2021 (Both days inclusive)

<b>Academic Plan ( STAFF AND STUDENTS) - 04<sup>th</sup> February 2021 to 13<sup>th</sup> May 2021</b>		
<b>Commencement of Theory and Practical Classes</b>		04 <sup>th</sup> February 2021
<b>Attendance Display</b>	First display of attendance up to 12/03/2021	15 <sup>th</sup> March 2021
	Second display of attendance up to 07/05/2021	10 <sup>th</sup> May 2021
<b>Project Reviews for BE SEM VIII</b>	First Review	26 <sup>th</sup> March 2021
	Second Review	16 <sup>th</sup> April 2021
	Submission of Final Report – Guide & Library	26 <sup>th</sup> April 2021
	Submission of E-Report to Department Project Coordinator	23 <sup>rd</sup> April 2021
<b>Mini Project Review</b>	First Review	25 <sup>th</sup> March 2021
	Second Review	15 <sup>th</sup> April 2021
<b>Mid-Term Examinations</b>	First Mid Semester Test	16 <sup>th</sup> March 2021 to 19 <sup>th</sup> March 2021
	Internal K.T. Exam	22 <sup>nd</sup> March 2021 to 26 <sup>th</sup> March 2021
	Second Mid Semester Test	17 <sup>th</sup> May 2021 to 19 <sup>th</sup> May 2021
<b>Submissions</b>	Final Submissions	10 <sup>th</sup> May 2021 to 13 <sup>th</sup> May 2021
<b>Direct Second Year (DSE-III) Undergraduate Course</b>	Term	21 <sup>st</sup> January 2021 – 02 <sup>nd</sup> April 2021 ( Including Submission)
	ORALS/PRACTICALS	03 <sup>rd</sup> April 2021 – 09 <sup>th</sup> April 2021
	Commencement of Theory Exam	10 <sup>th</sup> April 2021 – 17 <sup>th</sup> April 2021
<b>End Semester Examinations</b>	<b>ORALS/PRACTICALS</b> Conduction of oral / Practical Exams of all semesters (SE, TE and BE)	20 <sup>nd</sup> May 2021 to 29 <sup>th</sup> May 2021
	<b>REGULAR</b> Commencement of Theory Exams of all Engineering for SE, TE & BE ( IV, VI & VIII)	01 <sup>st</sup> June 2021 to 14 <sup>th</sup> June 2021
	<b>ORALS/PRACTICALS</b> FE (SEM-I)/ ME (SEM-I)	15 <sup>th</sup> April 2021 – 20 <sup>th</sup> April 2021
	<b>Commencement of Theory Exam</b> FE (SEM-I)/ ME (SEM-I)	22 <sup>nd</sup> April 2021 – 30 <sup>th</sup> April 2021
	<b>ORALS/PRACTICALS</b> FE (SEM-II)/ ME (SEM-II)	26 <sup>th</sup> July 2021 – 31 <sup>st</sup> July 2021
	<b>Commencement of Theory Exam</b> FE (SEM-II)/ ME (SEM-II)	05 <sup>th</sup> August 2021 – 17 <sup>th</sup> August 2021
	<b>Commencement of new term</b>	12 <sup>th</sup> July 2021

<b>Academic Monitoring ( STAFF ONLY )</b>			
Department Advisory Board Meetings	19 <sup>th</sup> July – 23 <sup>rd</sup> July - 2021		
Department Meetings called by HOD	January 4 <sup>th</sup> week - 2021	March 2 <sup>nd</sup> Week - 2021	May 1 <sup>st</sup> Week - 2021
Lesson Plan endorsement by HOD	2 <sup>nd</sup> February- 2021		
Feedbacks by HODs and Submission	March 2 <sup>nd</sup> Week - 2021		
Academic Diary Monitoring by HODs	March 03 <sup>rd</sup> Week 2021	April 3 <sup>rd</sup> Week - 2021	May 3 <sup>rd</sup> Week 2021
Academic Diary Monitoring by Principal	March 4 <sup>th</sup> Week - 2021	May 4 <sup>th</sup> Week - 2021	
Students feedback on faculty teaching	10 <sup>th</sup> May – 13 <sup>th</sup> May 2021		
Documentation Audit - INTERNAL	17 <sup>th</sup> May – 19 <sup>th</sup> May 2021		
<ul style="list-style-type: none"> <li>▪ Stock Verification and QSR update</li> <li>▪ Write off recommendations &amp; Write off</li> </ul>	June 1 <sup>st</sup> Week 2021		
Computer/IT Audit Audit of various systems (including staff PCs)	Verification of IP address, MAC address :- June 1 <sup>st</sup> Week 2021 Head of Departments to submit report to IT committee (Prof.Swapnil Gharat,Prof.D.J.Dhangar & Prof.Suresh Mistry) of institute.		
Academic Audit - EXTERNAL	19 <sup>th</sup> July – 23 <sup>rd</sup> July 2021		
Program Assessment - EXTERNAL	19 <sup>th</sup> July – 23 <sup>rd</sup> July 2021		
Self-Appraisal Submission Week	12 <sup>th</sup> July – 16 <sup>th</sup> July 2021		
Submission of Department Budget	March 4 <sup>th</sup> Week 2021		

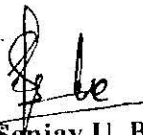
<b>Action Plan and Action Taken Reports ( STAFF ONLY )</b>			
	Action Plan	Action Taken Report	Report Submission
Department Advisory Board Meetings	August 1 <sup>st</sup> Week 2021	22 <sup>nd</sup> July 2022	Principal
College Development Committee (CDC) Meeting	August 3 <sup>rd</sup> Week 2021	February 2 <sup>nd</sup> Week 2022	Principal
IQAC Meetings	August 4 <sup>th</sup> Week 2021 January 3 <sup>rd</sup> week 2022	March 2 <sup>nd</sup> Week 2022	IQAC – Coordinator
Feedbacks by HODs	HODs oral information to faculties to improve on shortcomings in teaching as marked by students - <b>March 2<sup>nd</sup> Week 2021</b>		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 2 <sup>nd</sup> Week 2021	May 4 <sup>th</sup> Week - 2021	Principal
Academic Audit - EXTERNAL	Action Plan by individual and the Department based on the comments by experts – August 2 <sup>nd</sup> Week 2021	July 2 <sup>nd</sup> Week 2022	Principal
Program Assessment - EXTERNAL	August 2 <sup>nd</sup> Week 2021	July 2 <sup>nd</sup> Week 2022	Principal

### Note:

- Due to the prevailing conditions of COVID 19 all the academic activities shall be performed **as per the COVID 19 precaution protocols**.
- **Teaching learning shall be online** till any notification of amended is issued.
- All sorts of **meeting shall be conducted in online mode**, a hybrid mode can be used only for the meeting where it is essential.
- 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 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	<b>Dr. Sanjay Deshmukh</b> Vice-Principal
02	All types of Feedback	<b>Dr. Sunil Wankhede</b> IQAC - Coordinator
03	Documentation Audit - Internal	<b>Dr. Sanjay Deshmukh</b> Vice-Principal
04	Academic Audit - External	
05	Program Assessment - External	<b>Dr. Rajesh Kale</b> Associate Professor in Mechanical Engineering

  
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