Event Calendar for SY, TY and Final Year of B.Tech.

Department: Mechanical Engineering **Academic Year:** 2023 – 2024 **Semester:** II
Date: 30/12/2023

Sr. No.	Activity	Date	In charge Staff	Compliance of activity (held/delayed/ cancelled)
	December 2023			
1.	Mentoring and Counselling sessions for the students on Professional Core Electives, Open electives, Honor and Minor courses	18/12/2023 to 21/12/2023	CF, AC	
2.	Course Registration	22/12/2023 to 26/12/2023	ERP Coordinator	
3.	Faculty course presentations, Module meetings	26/12/2023 to 30/12/2023	CF, CC, MC	
4.	Academic Planning, review of the preparations and PAC meeting	30/12/2023	PAC Coordinator	
5.	Communication with the students, Commencement date, Roll List, Time Table. (Updating Notice Board and website)	30/12/2023	CT, AC, Timetable Incharge	
	January 2024			
6.	Commencement of Teaching	1/1/2024		
7.	First Day Non-Reporting Student report	1/1/2024	CT, AC	
8.	Communication with the students – Course outcomes, Teaching Plans, and Laboratory plans.	1/1/2024	CF	
9.	HOD Address	1/1/2024 to 5/1/2024	HOD	
10.	B Tech Project MELA	1/1/2024 to 5//1/2024	Project Coordinator	
11.	All Academic Coordinators Meeting -I	4/1/2024	AC	
12.	PTG Meeting – I	15/1/2024 to 19/1/2024	PTG faculty	
13.	Attendance Monitoring – I	19/1/2024	CT, AC	
14.	Student Feedback – I Faculty Counseling and Improvement Actions	22/1/2024 to 25/1/2024	Feedback In charge	
15.	Display the list of Registered students by the Examination Section.	30/1/2024	EC	

		February 2024		
16.	All Academic Coordinators Meeting -II	1/2/2024	AC	
17.	'Adhyay' by MESA	5/2/2024 to 10/2/2024	MESA Coordinator	
18.	Internal Evaluation I (IE - I) (Can be conducted throughout the Semester)	**(Tentative guideline)** 5/2/2024 to 10/2/2024	CF, CC	
19.	Academic Monitoring – I	10/2/2024	CT, AC	
20.	Final Year B.Tech. Project - Review I **(For Scheme A Students)** Final Year B.Tech. Project - Review I **(For Scheme C Students)**	10/2/2024	Project Coordinator	
21.	Parent Meet	12/2/2024 to 16/2/2024	PTG faculty and Review by Coordinator	
22.	PTG Meeting – II	19/2/2024 to 24/2/2024	PTG faculty	
23.	Mid-term work submission/Mock oral	26/2/2024 to 1/3/2024	CF	
24.	PAC & Academic Review Meeting	26/2/2024 to 1/3/2024	PAC members, AC	
25.	a. Attendance Monitoring-II b. Display of Provisional Detention List-I	29/2/2024	CT, AC	
		March 2024		
26.	Mid Term Examination	4/3/2024 to 10/3/2024	EC	
27.	All Academic Coordinators Meeting - III	7/3/2024	AC	
28.	Final Year B.Tech. Project - Review II **(For Scheme A Students)**	9/3/2024	Project Coordinator	
29.	PTG Meeting – III	18/3/2024 to 22/3/2024	PTG faculty	
30.	Students Feedback – II	25/3/2024 to 29/3/2024	Feedback In charge	
31.	'Technophilia' by MESA	25/3/2024 to 29/3/2024	MESA Coordinator	
32.	Academic Monitoring – II	29/3/2024	CT, AC	
		April 2024		
33.	Internal Evaluation II (IE - II) (Can be conducted throughout the Semester)	**Tentative (guideline)** 1/4/2024 to 8/4/2024	CF	
34.	All Academic Coordinators Meeting	4/4/2024	AC	
35.	Submission of ETE theory course question paper	12/4/2024	CT	

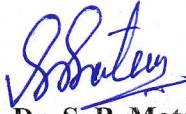|				
36.	Final Year B.Tech. Project - Review III **(For Scheme A Students)** Final Year B.Tech. Project - Review II **(For Scheme C Students)**	13/4/2024	Project Coordinator	
37.	End-term Submission, Mock Oral/Practical	15/4/2024 to 20/4/2024	CF	
38.	Faculty Appreciation, Performance Appraisal, and Counselling for Improvement	15/4/2024 to 20/4/2024	BOS chairman	
39.	Department PAC	15/4/2024 to 20/4/2024	PAC Coordinator	
40.	a. Attendance Monitoring-III b. Academic Monitoring – III	19/4/2024	CT, AC	
41.	Conclusion of Teaching	20/4/2024	-	
42.	Detention list from HOD to Dean office and COE	22/4/2024	HOD	
43.	Practical exam / End term project / Seminar / Internship Oral Examination	22/4/2024 to 27/4/2024	Exam cell	
44.	Term End	27/4/2024	-	
45.	End-term exam and evaluation	29/4/2024 to 16/5/2024	CF, EC	
May 2024				
46.	All Academic Coordinators Meeting	2/5/2024	AC	
47.	Last day to show the paper and mark entry in ERP	20/5/2024	CF	
48.	Hard copy submission to CoE	21/5/2024	CF, EC	
49.	Declaration of Result	23/5/2024	Exam cell	
50.	Registration for Re-Exam (Failed students and genuine cases)	23/5/2024 & 24/5/2024	Exam cell	
51.	Re-practical exam (Failed students and genuine cases)	24/5/2024 to 26/5/2024	CF, EC	
52.	Re-exam (Failed students and genuine cases)	27/5/2024 to 5/6/2024	Exam cell	
June 2024				
53.	Summer Term Internship	1/6/2024 to 31/7/2024	IC	
54.	All Academic Coordinators Meeting	6/6/2024	AC	
55.	Last day to show there-exam paper and mark entry in ERP	8/6/2024	CF, EC	
56.	Hard copy submission to CoE (Re-exam)	9/6/2024	CF, EC	
57.	Declaration of Result for Re-exam cases	12/6/2024	Exam cell	
Summer Term /Make-up Term (Failed Students)				
58.	Summer Term Course Registration (SEM 1 and SEM 2)	13/6/2024 to 15/6/2024	Exam cell	
59.	Conduction of classes and CIE	13/6/2024 to 12/7/2024	CF	

		July 2024		
60.	Summer Term Exam and Evaluation	13/7/2024 to 31/7/2024		
		August 2024		
61.	Declaration of Result (Summer Term)	8/8/2024		
62.	Commencement of ODD Semester (2024-25)	1/8/2024		

Abbreviations: CT- Class Teachers, CF- Course Faculty, CC- Course Coordinator, MC- Module Coordinator, AC- Academic Coordinator, EC – Exam Coordinator, IC – Internship Coordinator

Please note that the respective portfolio in charge shall carry out detailed planning and inform the HOD Office, concerned faculty member (s) /Staff (s) and students well in advance.

Holidays and rescheduling of working days and days and dates of the institute-level events will be notified duly, as and when necessary, from the institute office.

Only planned rescheduling of regular lectures or practicals by the faculty members will be allowed.
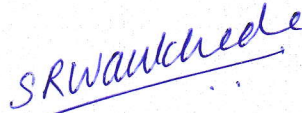
Dr. S. B. Matekar
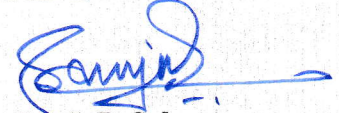**Overall Academic Coordinator**

Dr. P. A. Deshmukh
HOD Mechanical

Dr. C. L. Ladekar
Final Year Acad. Coordinator

Mr. S. R. Wankhede
TY Acad. Coordinator

Dr. S. P. Salve
SY Acad. Coordinator

PCET's PCCoE – Mechanical Engineering Department