

TERNA ENGINEERING COLLEGE, NERUL, NAVI MUMBAI

Date: 29/12/2011

Dept.of Electronics & Telecommunication Engg.

Academic Calendar

Activity plan for the year 2011-2012 (Even Sem.) (II/IV/VI/VIII/PG II)- First Half of 2012

Sr. No.	Date	Activity	Responsibility	Remarks
Pre Commencement Activities				
A	30/12/11	Completion of a. Procurement of journals / equipments / stationery etc. b. Estate/Class Room Maintenance c. Student facilities and amenities	Store Officer Registrar Registrar	HODs should notify to authorities, in time and monitor the Progress
B	04/01/12	Address by Principal to faculties	Dean Academics	
C	05/01/12	a. Orientation of Subjects with teaching plans. b. Lab work Orientation c. Class Room /Lab Arrangements	All faculties , Lab in charges	HODs would verify.
D	06/01/12	Submission and display of approved teaching plans/ Bar Charts as per syllabus. Display of Total Assignments, Experiments on Notice Board in Each lab	All faculties , Lab in charges	HODs would verify.

Commencement of Term				
1	09/01/12 for UG	Commencement of Term <i>Address of Head of Department to the student with faculty introduction.</i>		Small Orientation lecture are to be organized and course content with industry relevance to be illustrated for all classes- without disturbing lectures. Rules- regulations to be explained too.
2	12/01/12 for PG	<i>(in each class)</i> <i>Theory and Lab period as per time table.</i> <i>First week, in labs, revision of relevant lab work or introduction is expected.</i>	HOD& All faculties	
3	13/01/12	Review of UG/PG Projects by Industry Panel	HOD & Project Coordinator	Dean academics should coordinate
4	26/01/12	Holiday – Republic Day		
5	27/01/12	Student Council meeting & Feedback from Council members on general things	In charge student Activities	
6	31/01/12	Tentative Result declaration of SE/TE Display of Examination activity calendar Result declaration of University examinations	Exam I/C	This is maximum date. Should be tried prior to this. Need to be coordinated with University
7	01/02/2012	Lecture Series-I for TE	ETSA Co-coordinator & Class Advisors	
8	02/02/2012	Lecture Series-I for BE	ETSA Co-coordinator & Class Advisors	
9	05/02/12	Holiday – ID-E-Milad		
10	06/02/2012	Lecture Series-I for SE	ETSA Co-coordinator & Class Advisors	
11	10/02/12 to 20/02/12	Industrial visit – one day For SE/ME	HOD	Local Industries only Take help from TPO /III Members
12	14/02/12	Display of defaulter's list-I (09-01-2012 To 13-02-2012)	Class Advisors,APC & HOD	Reports to be generated from EZschool
13	15/02/12	Meeting of defaulters with teachers.	Class Advisors,APC & HOD	Parents may informed to watch performance
14	16, 17, 18/02/12	Unit Test-I*	Dept.Exam I/C ,APC & HOD	
15	19/02/12	Holiday – Chhatrapati Shivaji Maharaj Jayanti		

16	20/02/12	Holiday - Mahashivratri		
17	28/02/12	Submission of Unit Test-I performance to class advisors	All Sub. I/C	
18	28/02/12	Submission of Project Progress to Project Review Committee	HOD & Project Coordinator	Dean academics should coordinate
19	01/03/2012	Lecture Series-II for BE	ETSA Co-coordinator & Class Advisors	
20	01/03/12 to 04/03/12	Orientation to TE- VI /ME II students about Projects for T.E. & M.E.	HOD & Project Coordinator	Dean academics should coordinate
21	05/03/2012	Lecture Series-II for SE	ETSA Co-coordinator & Class Advisors	
22	07/03/2012	Lecture Series-II for TE	ETSA Co-coordinator & Class Advisors	
23	08/03/12	Holiday - Holi (Second Day)		
24	12/03/12	Display of list of Internal guides (for TE/ ME Second Sem students) available with their area of expertise for project guidance for next Academic Year.	HOD & Project Coordinator	Dean academics should coordinate
25	13/03/12	Parent Teacher Interaction Meet (PTIM)	Class Advisors,APC &HOD	
26	13/03/12 to 17/03/12	Techno-cultural festival and Sports RESONANCE	In charge- Student Activities & Student Council	
27	15/03/12	Second Defaulter's list (09-01-2012 To 14-03-2012)	Class Advisors,APC & HOD	Reports to be generated from EZschool
28	15/03/12	Project Review II (by Industry Panel)	HOD & Project Coordinator	Dean academics should coordinate
29	16/03/12	Meeting of Parents of defaulter students to HOD	Class Advisors,APC	
30	20/03/12 to 30/03/12	Online Test*	Dept.Exam I/C ,APC & Net.Engg.	An on line test for all students of all subjects together on syllabus covered in the class till 15/03/11. MCQ type with negative marking and can be given from anywhere beyond college timings. Schedule will be displayed later.

31	23/03/12	Holiday - Gudi Padwa		
32	01/04/12	Holiday – Ram Navmi		
33	04/04/12	Projects Review-II (by DEPT level Committee)	Project Coordinator	
34	02/04/12 to 09/04/12	Student Feedback	Sys Admin	On line
35	05/04/12	Holiday – Mahavir Jayanti		
36	06/04/12	Holiday – Good Friday		
37	12/04/12	Thirrd Defaulter list (09/01/12 to 11/04/12)	Class Advisors,APC & HOD	Reports to be generated from EZschool
38	13/04/12	Student Council Meeting	In charge Student Activities	Review of Feedbacks
39	13/04/12	Submission of project area with consent of internal guide to project coordinator	Project Coordinator	Not more than 2 projects for one guide
40	14/04/12	Holiday – Dr.Babasaheb Ambedkar Jayanti		
41	16/04/12, 17/04/12, 18/04/12	Unit Test – II*	Dept.Exam I/C ,APC & HOD	
42	20/04/12	Display of term work / performance	Lab In charges , Faculties associated with Labs , Tuts	
43	20/04/12	Display of Viva Schedule	Dept.Exam I/C	As per University schedule
44	20/04/12	Display of detention list	HOD	
45	23/04/12	Final certification and Submission of term work	HOD & APC	As per University schedule
46	25/04/12	Display of list for next AY of Guides and group of students.	Project Coordinator	Consider failed students also
47	25/04/12 TO 02/05/12	Remedial classes	Class Advisors ,APC &HOD	As per University schedule
48	25/04/12 to 02/05/12	Practical exam /Viva	All Sub. I/C	As per University schedule

49	29/04/12 Onwards	Vacation for Faculties	Exam in charge	As per University schedule
50	01/05/12	Holiday – Maharashtra Day		
51	06/05/12	Holiday – Buddha Pournima		
52	15/05/12	University Examination		As per University schedule

(Mr.P.P.Bhavarthe)
Time Table I/C

(Mr.V.S.Chede)
APC

(Mr.N.S.Killarikar)
Dean Aca.

(Dr.R.C.Sethi)
HOD

(Dr.L.K.Ragha)
I/C Principal

Copy to:

1. Management Coordinator
2. Deans / All HOD's for necessary action
3. All sectional in charges (TP/LIB/EXAM/Maintenance/Store/Registrar) for necessary action
4. Staff circulation copy
5. Office copy
6. Web copy

Summary: **1) Total working weeks: 16** **2) Total working days (excluding examination): 80**
3) Total working days for teaching: 70
4) Available periods for teaching = (if 3 per week) @42, = (if 4 per week)@56, = (if 5 per week) @70
5) Tests = 03 (02 written and one online*)
6) Examination, placement, training activities are not mentioned in detail as separate calendar shall be Published
7) III and R & D activities shall be separately notified

(Note * - Detailed schedule of Test-I, Test-II and online test will be notified later)