



Part-I Activity	Date			Dr. BATU
	I Yr. B. Tech	II Yr. B. Tech	I & II Yr. M. Tech	Responsibility
Class Room Maintenance & Readiness	27/06/2019 To 28/06/2019			HOD
Procurement of Studt.Facilities & Amenities.				Dept. TTC Member
Filling of Time Table in ERP software				PG
Display / Distribution of <b>ERP Time Table Hard Copy</b> to Students/ Faculty				co-ordinators/HOD
Faculty Develop. Program on " Math work"	01/07/2019 to 02/07/2019			HOD (BSH)
Course File Verification	03/07/2019 to 04/07/2019			Dean Academics/ Principal
Registration of Students to Respective Dept.	As per DTE	04/07/2019	As per DTE	II Yr. Students
Faculty Meeting @ Academic & Other activities	05/07/2019			Principal
<b>Commencement of Classes</b>	01/08/2019	08/07/2019	01/08/2019	Faculties
Admission to II Yr. B. Tech	***	12/07/2019	***	II Yr. Students
Last date for M Tech (2018-19 Batch) Dissertation Submission	***	***	31/07/2019	PG coordinator
<b>Welcome to Fresher's by Principal</b>	01/08/2019	***	***	HOD(BSH)/Dean Academics
*Attendance Shortage List-I	03/09/2019	31/07/2019		CC/DAC/HOD
<b>First Test</b>	04/09/2019 To 07/09/2019	01/08/2019 To 06/08/2019	***	CC/DAC/HOD
Display of First Test Marks	09/09/2019	09/08/2019	***	CC/DAC/HOD
Letters & SMS to Parents @ Attd. & Tests				
Registration for Remedial Exam	***	07/08/2019 To 09/08/2019	***	II Yr. Students
Holiday – BAKARI EID	12/08/2019			
<b>Independence Day</b>	15/08/2019			
M Tech Dissertation Examination	***	***	08/08/2019 To 16/08/2019	PG co-ordinator
<b>Remedial Exam</b>	***	13/08/2019 To 17/08/2019	***	CC/DAC/HOD
Campus Cleaning Drive ( 4 pm to 5.30 pm )	16/08/2019			All staff/NSS officer
Technical Workshop Series -I	***	30/08/2019 To 31/08/2019	***	CC/DAC/TPO
Holiday-GANESH CHATURTHI	02/09/2019			
Parent's Meet	13/09/2019	06/09/2019	***	HOD & Dean Academics
*Attendance Shortage List-II	01/10/2019	06/09/2019	***	CC/DAC/HOD
<b>Mid Semester Exam.</b>	03/10/2019 To 07/10/2019	09/09/2019 To 13/09/2019	***	CC/DAC/HOD
<i>Holiday- MOHRAM</i>	10/09/2019			
Campus Cleaning Drive (4 pm to 5.30 pm )	13/09/2019			All staff/NSS officer
Engineers' Day- "Mini-Project Exhibition"	15/09/2019			HOD/All Faculty
Display of MSE result	10/10/2019	16/09/2019	***	CC/DAC/HOD

Activity	I Yr. B. Tech	II Yr. B. Tech	I & II Yr. M. Tech	Responsibility
Holiday- MARATHWADA MUKTI SANGRAM	17/09/2019			
Internal Academic Monitoring	16/09/2019 to 20/09/2019			HOD & Dean Academics
Guest Lecture from Acad./Ind./ Res. Person	27/09/2019	20/09/2019	***	DAC/TPO/HOD
Self Defense Training for Female Students	27/09/2019			Grievances Cell
* Attendance Shortage List-III	11/11/2019	01/10/2019	***	CC/DAC/HOD
Holiday- Mahatma Gandhi Jayanti	02/10/2019			
Second Test	13/11/2019 To 16/11/2019	03/10/2019 To 07/10/2019	***	CC/DAC/HOD
Holiday- MAHANAVMI	07/10/2019			
Holiday- VIJAYA DASMI	08/10/2019			
Display of Second Test Marks	18/11/2019	09/10/2019	***	CC/DAC/HOD
★ Diwali Holidays ★	25/10/2019 to 29/10/2019			
Term Work Certification & Submission	13/11/2019	04/11/2019	***	CC& Sub. Teacher
Laboratory Mock Test	To	To		Faculties
Online Feedback From Students	15/11/2019	07/11/2019		CC
End of Classes	18/11/2019	08/11/2019	18/11/2019	
Notification of Final Detention List	19/11/2019	11/11/2019	***	HOD/Principal
Sub. of Model Ques. Paper to Student & Lib.				Faculties & HOD
Sub. of Certificates (Sttp/Conf./W/S) to Dpt.				Faculties
Sub. of Course File, CC's Notebook to Dpt.				Faculties & CC
University Practical Examinations	20/11/2019 To 25/11/2019	11/11/2019 To 16/11/2019	11/11/2019 To 16/11/2019	Dean Examination
Uploading MSE, Pract., Proj. & CA marks	27/11/2019			Faculties/HOD
End Semester Examinations	03/12/2019 To 10/12/2019	19/11/2019 To 30/11/2019		Dean Examination
Supplementary Examination	03/12/2019 To 10/12/2019	02/12/2019 To 09/12/2019	03/12/2019 To 10/12/2019	Dean Examination
Commencement of 2 <sup>nd</sup> Term ( 2019-20)	01/01/2020			

\* Students having attendance less than 75% before the declaration of Attendance Shortage List shall not be allowed for respective Tests & MSE.

\*\* Students should clear their tuition fee for A.Y. 2019-2020 in complete on or before 27<sup>th</sup> Aug. 2019. Failure to this, these students will not be allowed to take Tests & MSE, participate in Training & placement activities.

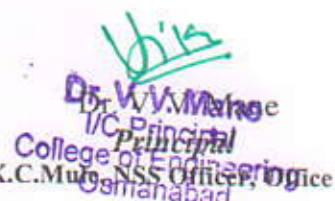
**Notes:**

- Faculties should practice interactive & innovative methods in the classes as defined in their course files.
- Faculties should cover 100% syllabus as per University Question Paper to score full marks.
- Faculties should maintain daily class conduction report with date & number of students present.
- Faculties should be present **5 minutes** before the commencement of their respective classes & also complete lecture **within time**.
- Faculties should fulfill all activities / events / workshops as assigned to them by HOD / Principal.
- Class Counselor should maintain records of students counseling in a separate diary for meetings.
- Faculties should make alternative arrangements of class / lab before availing CL/SPL without fail.
- 100% Lab. Conduction & attendance is mandatory for submission of term work.



Prof. D. D. Date  
Dean Academics

Copy To AC, MECH, CSE, ETC, CIVIL, BSH, W/S, TPO, Lib., Dean Exam, Rector, Prof. K.C. Murthy, NSS Officer, Office

  
Dr. V.V. Mahange  
I/C Principal  
College of Engineering  
Ganahabad