

TPCT's College of Engineering, Solapur Road, Osmanabad.

Date: 21/08/2021

C. No: COE-21-22

ACADEMIC CALENDAR – A.Y. 2021- 22(Part-I) (DBATU)

Activity Plan for

B. Tech (SY, TY, Final Year) & M. Tech.(I & II)



Sr. No	Date	Activity	Dept.	Responsibility	Remarks
Pre-Commencement Activities					
A	23/08/2021 To 25/08/2021	Admission for Second, Third & Final Year	All UG & PG	Office	Office Suptd. should circulate list of admitted students to all depts.
	24/08/2021	Class Rooms, Labs Readiness for online/offline mode	All	HOD	HODs should notify to authorities, in time and monitor the Progress
		Procurement of Student Facilities & Amenities.	All	Management coordinator, Store I/C, Principal	
		Filling of Time Table in college ERP	All	Dept. TTC Member	TTC member should be in touch with system administrator.
		Display/Distribution of Time Table to Students/ Faculty & on college website	All	HOD & Website coordinator	Dean academics should verify it [Class, Lab., Master Time Table]
		Display of Divisions/Roll No/ Batches	All	Office	The duly signed student list to be forwarded to depts.
	Completion of Preventive / Breakdown Maintenance, Calibration, Installation of software etc.	Admin	Maintenance Engineer, ERP System Staff, Technical, Lab assts	Lab in charges should be in touch with system staff. HOD need to verify and submit completion report to principal	

25/08/2021	Course File Verification by HOD	All Depts.	HOD	HOD insures CO, PO & their attainment by subject in course file.
	Display of teaching plan in ERP	All	All faculties/HODs	-
	Academic Affairs Committee Meeting (Online)	All Depts.	Dean Academics	-
	Course File Verification by Dean Academics	All	Dean Academics	Dean Academics verify contents & keep record.
27/08/2021	Course File Verification by Principal	All	Principal	-
	Faculty Meeting about Academic & Other activities to be carried out during the term (Online)	All		-
	Clearing dues, College fees etc. by Students	All	CC/Mentor/DAC/HOD	-
	Department Mentor Meeting-1 (Online)	All Depts.	HOD	The report of meetings needs to be kept ready.
30/08/2021	Commencement of Classes (By ONLINE/OFFLINE MODE)	All	-	-
	HOD's Address (Online) to students-Information about department facilities and policies	All Depts.	HOD	Undertaking for Attendance from students has to be collected
20/09/2021 (2pm-5pm)	Expert Talk - (Online) for SY B Tech (All) - Experts from Industry/Teaching/ Research	All Depts.	DAC/TPO/HOD	HOD in concerned with TPO arrange the same
21/09/2021	Monthly review meeting of academic activities (Online)	All Depts.	Principal, Dean Academics, HODs	-
	Parent's Meet (Online)	All Depts.	HOD/Dean Academics	-
25/09/2021	Self Defense Training for Female Students (Online)	All Depts.	Grievances Cell	-
	Department Mentor Meeting-2 (Online)	All Depts.	HOD	The report of meetings needs to be kept ready.
30/09/2021 (2pm-5pm)	Expert Talk - (Online) for TY B Tech (All) - Experts from Industry/Teaching/ Research	All Depts.	DAC/TPO/HOD	HOD in concerned with TPO arrange the same
01/10/2021	*Attendance Shortage List-I	All	CC/DAC/HOD	-
02/10/2021	Holiday/Festival- Mahatma Gandhi Jayanti	-	-	-
13/10/2021 To 20/10/2021	Submission of Dissertation Proposal To University	PG	Dept. PG Coordinator	Overall PG Coordinator should fulfill the regarding details

15/10/2021	Holiday/Festival- DASARA	-	-	-
14/10/2021 To 18/10/2021	CA-I for all subjects	All Depts.	CC/DAC/HOD	All faculties preserve marks for filling marks in DBATU portal at the end of semester
18/10/2021 (2pm-5pm)	Expert Talk - (Online) for Final Year B Tech (All) - Experts from Industry/Teaching/ Research	All Depts.	DAC/TPO/HOD	HOD in concerned with TPO arrange the same
19/10/2021	Holiday/Festival- Id-E-Milad	-	-	-
01/11/2021 To 03/11/2021	Quiz through ERP only	All Depts.	All Faculty	-
04/11/2021 To 06/11/2021	Holiday/Festival- DIWALI	-	-	-
12/11/2021	*Attendance Shortage List-II	All	CC/DAC/HOD	-
19/11/2021	Holiday/Festival- Guru Nanak Jayanti	-	-	-
15/11/2021 To 24/11/2021	Mid-Semester Examinations (Online/Offline Mode) through ERP only	UG & PG (Engg)	CC/DAC/PG Coordinator/HOD	-
25/11/2021 To 27/11/2021	CA-II for all subjects	All Depts.	CC/DAC/HOD	All faculties preserve marks for filling marks in DBATU portal at the end of semester
01/12/2021 To 04/12/2021	Mid-Semester Tests-I Marks	All Depts.	DAC/HOD	-
	Letters & SMS to Parents @ Attendance & Mid-Semester Examinations Performance	All Depts.	CC/DAC/HOD	-
	Online Feedback - 1	All Depts.	ERP coordinator/ CC/HODs	-
06/12/2021 To 08/12/2021	Remedial Classes	All	CC/DAC/HOD	-
	Scrutiny of Master's Level Dissertation Proposals	PG	DAC/PG Coordinator/HOD	Overall PG coordinator prepare schedule
06/12/2021 To 10/12/2021	Exam Form Filling For Regular & Supplementary Examinations	UG & PG	Office	Office Suptd. should display notice

07/12/2021 To 10/12/2021	Term Work Certification & Submission	All Depts.	CC & Sub. Teacher	Improvement Test, Term Work Certification & Submission
	Laboratory Mock Test	All Depts.	Faculties	Laboratory Mock Test
	Online Feedback - 2	All Depts.	ERP coordinator /CC/HODs	Online Feedback - 2
13/12/2021	End of Classes	UG & PG	-	-
	Notification of Final Detention List	All Depts.	HOD	-
	Submission of Model Question Paper to Students & Library	All Depts.	Librarian/HOD	Librarian is need to make available these to students
13/12/2021 To 15/12/2021	University Tech Fest 2021	UG & PG	Tech fest Coordinator	Tech Fest Coordinator should act as per DBATU schedule
25/12/2021	Holiday/Festival- Chirstmas Day	-	-	-
14/01/2022	Holiday/Festival- Makar Sankranti	-	-	-
17/01/2022 To 20/01/2022	Practical/Projects/Seminar Examinations	UG & PG (Engg)	Dean Examination	Dean Exam is need to display exam schedule in concerned with university
20/01/2022 To 22/01/2022	Display & Upload of CA-I, CA-II, Practical & Project marks on DBATU Portal	UG & PG	Dean Examination	Dean Exam is need to display exam schedule in concerned with university
23/01/2022	Sub. of certificates (STTP/Conf./Workshop etc.) to dept.	All Depts.	Faculties	-
	Submission of course file, CC's notebook to department	All Depts.	Faculties & CCs	-
24/01/2022 To 23/02/2022	End Semester Supplementary & Regular Examinations (Theory & Practical)	UG & PG	Dean Examination	Dean Exam is need to display exam schedule in concerned with university

	24/02/2022	Commencement of Classes for Next Semester	-	-	-
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N.B.

*** Students having attendance (online/offline) less than 75% before the declaration of Attendance Shortage List shall not be allowed for respective MSE.**

**** Students should clear their tuition fee for A.Y. 2021-2022 in complete on or before 10th Sep. 2021. Failure to this, these students will not be allowed for tests, participate in Training & placement activities.**

- Faculties should practice interactive & innovative methods in the online/offline classes as defined in their course files.
- All faculties use only **college domain** to conduct theory & practical classes.
- Use **Virtual Tools/LMS** etc to conduct practical.
- **Instructors & Moderators** must be present in online laboratory load
- Faculties should cover 100% syllabus as per University Question Paper to score full marks.
- Faculties should join at right time as per time table for their respective classes.
- 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 online class / lab before availing CL/SPL without fail.
- 100% online/offline Lab. Conduction & attendance is mandatory for submission of term work.



Dr. D. D. Date
Dean Academics



Dr. V. V. Mane
Principal
Dr.V.V.MANE
Principal
College of Engineering
Osmanabad 413501

Copy to

1. CEO, TPCT
2. Deans / All HOD's - for necessary actions
3. Staff Circulation Copy
4. Office Copy
5. Notice Board
6. Web Copy

Summary: 1) Total Working Days: 123

2) Examination, Placement, Training, Workshop, FDP, and R & D activities are mentioned however separate schedule can be maintained by respective heads.

3) Expected Instructional days: 75