

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

Activity Plan for

B. Tech (First Year) & M. Tech.(I & II)



Sr. No	Date	Activity	Dept.	Responsibility	Remarks
Pre-Commencement Activities					
A	Up to 29/12/2021	Admission for first Year	All UG & PG	Office	Office Suptd. should circulate list of admitted students to all depts.
	17/12/2021	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

20/12/2021 To 23/12/2021	Course File Verification by HOD	All	HOD	HOD insures CO, PO & their attainment by subject in course file.	
	Display of teaching plan in ERP	All	All faculties/HODs	-	
	Course File Verification by Dean Academics	All	Dean Academics	Dean Academics verify contents & keep record.	
24/12/2021	Course File Verification by Principal	All	Principal	-	
	Faculty Meeting about Academic & Other activities to be carried out during the term	All		-	
	Department Mentor Meeting-1	All	HOD	The report of meetings needs to be kept ready.	
B 20/12/2021 (for First Year UG & PG)	Commencement of Classes	All	-	-	
	HOD's Address to students-Information about department facilities and policies	First year UG by HOD(BSH) And First Year PG by all HOD	HOD	Undertaking for Attendance from students has to be collected	
	25/12/2021	Holiday - Christmas	-	-	
	27/12/2021 To 31/12/2021	Induction Program	First year UG	HOD(BSH)	Detailed schedule should be prepared by HOD(BSH)
	03/01/2022 (2pm-5pm)	Expert Talk - for FY B Tech (UG) - Experts from Industry/Teaching/ Research	First year UG	DAC/TPO/HOD	HOD (BSH) in concerned with TPO arrange the same
	15/01/2022	Monthly review meeting of academic activities	All Depts.	Principal, Dean Academics, HODs	-
		Parent's Meet	First year UG	HOD/Dean Academics	-
	17/01/2022	Self Defense Training for Female Students	First year UG	Grievances Cell	-
		Department Mentor Meeting-2	First year UG	HOD	The report of meetings needs to be kept ready.
	18/01/2022	*Attendance Shortage List-I	First year UG & PG	CC/DAC/HOD	-
17/01/2022 To 21/01/2022	CA-I for all subjects	First year UG & PG	CC/DAC/HOD	All faculties preserve marks for filling marks in DBATU portal at the end of semester	

26/01/2022	Holiday/Festival- Republic Day	-	-	-
19/02/2022	Holiday/Festival- Chhatrapati Shivaji Maharaj Jayanti	-	-	-
21/02/2022 To 25/02/2022	Mid-Semester Examinations	First year UG & PG)	CC/DAC/PG Coordinator/HOD	-
28/02/2022 To 02/03/2022	Mid-Semester Tests-I Marks	First year UG & PG	DAC/HOD	-
	Letters & SMS to Parents @ Attendance & Mid-Semester Examinations Performance	First year UG & PG	CC/DAC/HOD	-
	Online Feedback	First year UG & PG	ERP coordinator/CC/HODs	-
01/03/2022	Holiday/Festival- Mahshivratri	-	-	-
04/03/2022 To 06/03/2022	Remedial Classes	First year UG	CC/DAC/HOD	-
07/03/2022 To 11/03/2022	CA-II for all subjects	First year UG & PG	CC/DAC/HOD	All faculties preserve marks for filling marks in DBATU portal at the end of semester
18/03/2022	Holiday/Festival- Dhuliwandan	-	-	-
02/04/2022	Holiday/Festival- Gudhi Padawa	-	-	-
04/04/2022 To 08/04/2022	Term Work Certification & Submission	First year UG & PG	CC & Sub. Teacher	Improvement Test, Term Work Certification & Submission
	Laboratory Mock Test	First year UG & PG	Faculties	Laboratory Mock Test
	Online Feedback - 2	First year UG & PG	ERP coordinator /CC/HODs	Online Feedback - 2
10/04/2022	Notification of Final Detention List	All Depts.	HOD	-
11/04/2022 for UG & 20/04/2022 For PG	End of Classes	All Depts.	-	-
	Submission of Model Question Paper to Students & Library	All Depts.	Librarian/HOD	Librarian is need to make available these to students

11/04/2022 To 16/05/2022	Field Training/Internship/In plant Training/Technical Training Activities	First Year UG	HOD(BSH)	Arrange training In consult with TPO
14/04/2022	Holiday/Festival- Dr. Babasaheb Ambedkar Jayanti	-	-	-
15/04/2022	Holiday/Festival- Good Friday	-	-	-
12/04/2022 To 24/04/2022	Practical/Projects/Seminar Examinations	First year UG & PG	Dean Examination	Dean Exam is need to display exam schedule in concerned with university
26/04/2022 To 10/05/2022	End Semester Exam	First year UG & PG	Dean Examination	Dean Exam is need to display exam schedule in concerned with university
23/04/2022	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	-
01/05/2022	Holiday/Festival- Maharashtra Din	-	-	-
03/05/2022	Holiday/Festival- Ramazan Eid	-	-	-
16/05/2022	Holiday/Festival- Buddha Purmina	-	-	-
17/05/2022	Commencement of Classes for Next Semester	-	-	-
20/05/2022	Result Declaration			

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 30th Dec. 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.
- 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: 79