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Knowledge to Empower

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

ACADEMIC CALENDAR – A.Y. 2024-25 (Part-I)

Activity Plan for *Engineering*
1st, 2nd, 3rd & Final B. Tech. & 1st M. Tech.
and
2nd, 3rd & final B. Pharmacy

Sr. No	Date	Activity	Dept.	Responsibility	Remarks
		Pre-Commencement Activities			
	25/07/2024 To 28/07/2024	Class Rooms, Labs Readiness	All	HOD	**HODs** should notify to authorities, in time and monitor the Progress
		Procurement of Student Facilities & Amenities.	All	Management coordinator, Principal & Store I/C,	
		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

		Course File Verification by HOD	All Depts.	HOD	HOD insures CO, PO & their attainment by subject in course file.
	29/07/2024	Display of teaching plan in ERP	All Depts.	All faculties/HODs	-
		Academic Affairs Committee Meeting	All Depts.	Dean Academics	-
		Course File Verification by Dean Academics	All Depts.	Dean Academics	Dean Academics verify contents & keep record.
	22/07/2024	**Commencement of Regular Classes for B Pharmacy**	Pharmacy	-	-
		HOD's Address to students-Information about department facilities and policies	Pharmacy	HOD	Undertaking for Attendance from students has to be collected
	30/07/2024	Course File Verification by Principal	All Depts.	Principal	-
		Faculty Meeting about Academic & Other activities to be carried out during the term	All Depts.		-
		Department Mentor Meeting-1	All Depts.	HOD	The report of meetings needs to be kept ready.
B	01/08/2024	**Commencement of Regular Classes for Engineering**	All Depts.	-	-
		HOD's Address to students-Information about department facilities and policies	All Depts.	HOD	Undertaking for Attendance from students has to be collected
	09/08/2024	Self Defense Training for Female Students	All Depts.	Grievances Cell	-
		Department Mentor Meeting-2	All Depts.	HOD	The report of meetings needs to be kept ready.
	15/08/2024	Holiday - Independence Day	-	-	-
		Holiday - Parsi New Year	-	-	-
	26/08/2024 To 30/08/2024	**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
	30/08/2024 (2pm-5pm)	Expert Talk - for **SY [B Tech (All)/B Pharmacy]** - Experts from Industry/Teaching/ Research	All Depts.	DAC/TPO/HOD	HOD in concerned with TPO arrange the same
	07/09/2024	Holiday - Ganesh Chaturthi	All Depts.	-	-

06/09/2024 (2pm-5pm)	Expert Talk -**TY [B Tech (All)/B Pharmacy]** - Experts from Industry/Teaching/ Research	All Depts.	DAC/TPO/HOD	**HOD in concerned with TPO** arrange the same
	Expert Talk - **Final Year [B Tech (All)/B Pharmacy]** - Experts from Industry/Teaching/ Research	All Depts.	DAC/TPO/HOD	**HOD in concerned with TPO** arrange the same
09/09/2024 To 14/09/2024	**First Sessional exam [Theory] for B Pharmacy**	Pharmacy	CC/DAC/HOD	All faculties preserve marks for filling marks in DBATU portal at the end of semester
16/09/2024	Holiday - Eid-e-Milad	All Depts.	-	-
17/09/2024	First Sessional Exam Marks	Pharmacy	DAC/HOD	-
	Letters & SMS to Parents @ Attendance & First Sessional Exam Performance	Pharmacy	CC/DAC/HOD	-
	Online Feedback - 1	Pharmacy	CC/DAC/HOD	-
23/09/2024	*Attendance Shortage List-I	All Depts.	CC/DAC/HOD	-
26/09/2024 To 01/10/2024	**Mid-Semester Examinations**	All Depts. [Engg]	CC/DAC/PG Coordinator/HOD	-
02/10/2024	Holiday - Mahatma Gandhi Jayanti	All Depts.	-	-
03/10/2024	Mid-Semester Tests-I Marks	All Depts. [Engg]	DAC/HOD	-
	Letters & SMS to Parents @ Attendance & Mid-Semester Examinations Performance	All Depts. [Engg]	CC/DAC/HOD	-
	Online Feedback - 1	All Depts. [Engg]	CC/DAC/HOD	-
04/10/2024	Monthly review meeting of academic activities	All Depts.	Principal, Dean Academics, HODs	-
	Parent's Meet	All Depts.	HOD/Dean Academics	-
12/10/2024	Holiday - Dussehra	All Depts.	-	-
21/10/2024 To 25/10/2024	**CA-II** for all subjects	All Depts. [Engg]	CC/DAC/HOD	All faculties preserve marks for filling marks in DBATU portal at the end of semester

26/10/2024 To 27/10/2024	Remedial Classes	All Depts.	CC/DAC/HOD	-
01/11/2024 To 03/11/2024	Holiday - **DIWALI**	All Depts.	-	-
04/11/2024 To 09/11/2024	**Second Sessional exam [Theory] for B Pharmacy**	Pharmacy	CC/DAC/HOD	All faculties preserve marks for filling marks in DBATU portal at the end of semester
15/11/2024	Holiday - **Guru Nanak Jayanti**	All Depts.	-	-
15/11/2024	**End of Classes for B Pharmacy**	Pharmacy	-	-
18/11/2024 To 21/11/2024	Term Work Certification & Submission	All Depts. [Engg]	CC & Sub. Teacher	Improvement Test, Term Work Certification & Submission
	Laboratory Mock Test	All Depts. [Engg]	Faculties	Laboratory Mock Test should be conducted by Lab Load Faculties
	Online Feedback - 2	All Depts. [Engg]	ERP coordinator /CC/HODs	-
21/11/2024	*Attendance Shortage List-II	All Depts. [Engg]	CC/DAC/HOD	-
22/11/2024	**End of Classes for Engineering**	All Depts. [Engg]	-	-
	Notification of Final Detention List	All Depts. [Engg].	HOD	-
	Submission of Model Question Paper to Students & Library	All Depts.	Librarian/HOD	**Librarian** needs to make available these to the students
25/11/2024 To 29/11/2024	**Practical/Projects/Seminar Examinations**	All Depts. [Engg]	Dean Examination	**Dean Exam** is need to display exam schedule in concerned with university
29/11/2024	Sub. of certificates (STTP/Conf./Workshop etc.) to dept.	All Depts. [Engg]	Faculties	-
	Submission of course file, CC's notebook to department	All Depts. [Engg]	Faculties & CCs	-

	02/12/2024 To 26/12/2024	End Semester Examinations	All Depts. [Engg]	Dean Examination	Dean Exam is need to display exam schedule in concerned with university
	25/12/2024	Holiday - Christmas	All Depts.	-	-
	01/01/2025	Commencement of Classes for Next Semester [B Pharmacy]	Pharmacy	-	-
	20/01/2025	Commencement of Classes for Next Semester [Engineering]	All Depts. [Engg]	-	-
	28/01/2025	Result Declaration	All Depts. [Engg]	-	-

N.B.

Students having attendance 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. 2024-25 in complete on or before 25th Aug. 2024. Failure to this, these students will not be allowed for CA I & II, Mid semester, Sessional exams and participate in Training & placement activities.*

➤ Faculties should practice interactive & innovative methods for subjects as defined in their course files.

➤ 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/ trainings as assigned to them by HOD / Principal.

➤ Class Counselor & mentors should maintain record of students counseling in a separate diary for meetings.

➤ Faculties should make alternative arrangements for class / lab before availing CL/OD/EL/SPL without fail.

➤ 100% syllabus completion for Laboratory & Classes is mandatory for all faculties.

Dr. D. D. Date
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B.E.(Mech.),M.E.(Design),Ph.D.
Dean Academics
College of Engineering,Osmanabad

Dr. V. V. Mane
Principal
Principal
College of Engineering
Dharashiv - 413 501.

Copy to
1. College of Engineering,Osmanabad
2. Deans / All HOD's - for necessary actions
3. Staff Circulation Copy
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6. Web Copy

Summary: 1) Total Working Days: 120
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: 90