
	PIMPRI CHINCHWAD EDUCATION TRUST'S Pimpri Chinchwad college of engineering & Research, Ravet, Pune	
Academic Year: 2021-22	<u>Academic Calendar</u> <u>(SE, TE & BE)</u>	Term - I

Date: 20/05/2021

Note: With reference to SPPU academic calendar foot note – 3, it is required to complete the theory and practical of remaining syllabus of current term of academic year 2020-2.

Department will prepare **Departmental Activity/Event calendar**/Schedule inline to Academic Calendar. (Departmental activities like Parent Teacher Meet, Departmental Meetings, Students association activities, Guest lectures, Industrial visit, Add-on/Certificate courses, Project/poster competition, T&P mock (Aptitude, GD, Interviews etc), BE/TE Project/Seminar (Stage) Review, Result Analysis, NSS/Sport/Cultural activities etc should include in Departmental Activity calendar in addition to common college level activities/events)

Note: 1) Mention dates for all activities in department academic calendar, where slots are given in academic calendar.

2) Pre-presentation should be conducted before every ARM at department.

Department will circulate to the students before commencement of Semester also need to display on Notice board and Web site.

For FE Dates will be declared after SPPU circular.

Pre-Academic Activities:	
Dates	Activities / Events
07/06/2021 to 12/06/2021	Communicate Commencement date of next semester to Students, Parents (Stakeholders) through Circular, Website and other communication media. Undertaking from Defaulter students and late reported students in Previous Term (students who reported late without prior written permission). Elective subject choice from students Update Notice Board and Web site (communicate information to stakeholders)
07/06/2021 to 09/06/2021	Department meeting (HOD and Dept Faculties) – Analysis of Previous Semester and Action Plans for Coming Semester.
08/06/2021	Meeting of Course Faculties with course Coordinators
09/06/2021	Meeting of Mentor In-charge with Mentor Faculties (<i>call Defaulter students and ask to report from day one and communicate parents of defaulter student about date of commencement</i>).
10/06/2021	Department Meeting - Review of Activities planned for coming Semester. PAC Meeting
12/06/2021 (Online Mode)	Academic Planning Review and Targets – <u>E&TC Dept</u> Academic Planning Review and Targets – <u>Mech Dept</u> Academic Planning Review and Targets – <u>Comp Dept</u> Academic Planning Review and Targets – <u>Civil Dept</u>
-	Academic Planning Review and Targets – <u>FE Dept</u>
12/06/2021	IQAC Meeting – Review and Action Plan*
08/06/2021 to 12/06/2021	Faculty Presentation at Department by DAC & HOD. (<i>Plans for Teaching Learning Process, Portfolio, Research and innovation, Lab development, Audit of All Expt Setups/ Instruments in Lab to ensure Working condition etc.</i>)
12/06/2021 to 14/06/2021	Course File Verification and Action report by DAC (CC to Academic coordinator)

In-Academic Activities:		
Dates (SE)	Dates (TE & BE)	Activities / Events
20/08/2021	15/06/2021	COMMENCEMENT OF TEACHING
23/08/2021	17/06/2021	First Day Non-Reporting Student List with action taken report cc to academic coordinator
21/06/2021		WORLD YOGA DAY
02/09/2021	02/07/2021	First 15 Days Non-Reporting Student List with Action Plan by Class Teachers
01/07/2021 to 03/07/2021		Monthly E-magazine By In-charge (Publish on Web Site)
21/07/2021		Bakari -Eid Holiday
25/09/2021 to 29/09/2021	26/07/2021 to 30/07/2021	FEEDBACK – I (ACADEMIC + OTHER FACILITIES)
01/09/2021	02/08/2021	Defaulter students List – 1 (communicate to Mentors for counselling and discussion with Parents)
03/08/2021 to 06/08/2021		Monthly E-magazine By In-charge (Publish on Web Site)
07/09/2021	10/08/2021	ARM I (All Program)
15/08/2021		INDEPENDENT DAY
16/08/2021		Parsi New Year Holiday
19/08/2021		Moharram Holiday
28/09/2021 to 05/10/2021	23/08/2021 to 27/08/2021	INTERNAL EXAMINATION (TE and BE Students on 3 Units) INTERNAL EXAMINATION (SE Students on 2 Units)
		Remedial/ Corrective Actions
04/10/2021 to 09/10/2021	30/08/2021 to 04/09/2021	*INSEM EXAM - tentative schedule (may change)
01/10/2021	01/09/2021	Defaulter students List -2 (communicate to Mentors for counselling and discussion with Parents)
02/09/2021 to 07/09/2021		Monthly E-magazine By In-charge (Publish on Web Site)
05/09/2021		TEACHER'S DAY
28/09/2021	07/09/2021	ARM II (All Program)
10/09/2021		Ganesh Chaturthi Holiday
15/09/2021		ENGINEER'S DAY
11/10/2021 to 15/2021	20/09/2021 to 24/09/2021	FEEDBACK – II (ACADEMIC + OTHER FACILITIES)
30/10/2021	28/09/2021	ARM III (All Program)
30/10/2021	30/09/2021	CONCLUSION OF TEACHING
02/10/2021		Mahatma Gandhi Jayanti Holiday
15/10/2021		Dasara Holiday
01/11/2021	01/10/2021	Defaulter students List – 3 (communicate to Mentors for counselling and discussion with Parents)
01/10/2021 to 06/10/2021		Monthly E-magazine By In-charge (Publish on Web Site)
19/10/2021		Eid E Milad Holiday
30/10/2021		OVERALL ACADEMIC REVIEW (All Program) - TERM-I (IQAC)
04/11/2021 to 06/11/2021		Diwali Holiday
09/11/2021		Guru Nanak Jayanti Holiday
25/10/2021 to 12/11/2021	01/10/2021 to 20/10/2021	CRASH COURSE
		PRELIM EXAM
		MOCK ORAL / PRACT EXAM
		END TERM ASSESSMENT AND TERM WORK MARKS CALCULATION
		FINAL COURSE FILE VERIFICATION REPORT
12/11/2021	20/10/2021	TERM END (AS PER SPPU DATE)
15/11/2021	22/10/2021	Final Defaulter students List
25/12/2021		Christmas Holiday
Schedule Not declared by SPPU*		*SPPU Exam – Practical/ Oral/ TW/ Project
		*SPPU Theory Exam (Backlog & Regular) (SE, TE and BE)
		*SPPU Theory Exam (Backlog & Regular) (FE)

31/12/2021	Publication of Final Institute level E-magazine by Principal sir (Term-I activities and Achievements)
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In-Academic Mentor meeting:		
Dates (SE)	Dates (TE & BE)	Activities / Events
03/08/2021 to 06/08/2021	05/07/2021 to 08/07/2021	Mentor - Student meet (1st meet)
09/08/2021	09/07/2021	A meeting of Dept Mentor In-charge with class Teachers (Action Report) and cc to Academic coordinator
02/09/2021 to 07/09/2021	03/08/2021 to 06/08/2021	Mentor - Student meet (2nd meet)
09/09/2021	09/08/2021	A meeting of Dept Mentor In-charge with class Teachers (Action Report) and cc to Academic coordinator
04/11/2021 to 06/11/2021	02/09/2021 to 07/09/2021	Mentor - Student meet (3rd meet)
08/11/2021	09/09/2021	A meeting of Dept Mentor In-charge with class Teachers (Action Report) and cc to Academic coordinator
09/11/2021 to 12/11/2021	18/10/2021 to 20/10/2021	Final meeting by Dept Mentor In-charge and Review of corrective action status. Final Defaulter list. cc to academic coordinator and Principal sir.

Working days^s AY-2021-22 TEM-I:

Month	June			July			Aug			Sep			Oct			Nov			Dec			Total working Days		
Class	FE	SE	TE & BE	FE	SE	TE & BE	FE	SE	TE & BE	FE	SE	TE & BE	FE	SE	TE & BE	FE	SE	TE & BE	FE	SE	TE & BE	FE	SE	TE, BE
Working Days		-	13		-	26		24	24		25	25		22	22		08	-	-	-	-		79 ^s	110 ^s
Commencement teaching:	TE & BE - 15/06/2021 SE - 20/08/2021			FE	Conclusion of teaching: -						TE & BE - 30/09/2021 SE - 30/10/2021			FE	Term End -			TE & BE - 20/10/2021 SE - 12/11/2021				12 weeks	18 week	

^sAll Saturdays are considered (online Teaching).

N/A – Not Applicable

*Tentative Schedule may change (Dates for exam are not declared by SPPU).

Dates for intermediate SPPU examinations (InSEM Examination) are not considered while calculating total number of working days.

**As per SPPU Calendar dated on 14/5/2021. Activities may reschedule in case of change in SPPU dates.

Note: 1) Any changes in Academic and activity Calendar shall be informed separately

2) **Principal Meet (ARM) will be Conducted once in a Month**

3) HODs meet with dept Faculties at-least twice in Month and as per required.

4) Aptitude Course in Time Table as additional subject.

[Annexure: Click on link for more details.](#)

Academic Co-Ordinator
Sanjay M. Narayankar

Principal
Prof. (Dr.) Harish U Tiwari

Annexure: Activity details and Documents

Activities	Details of Activities/Events	Documents
Circular- commencement date of next semester	Communicate – commencement date of next semester to students. Also discuss the action for non-reporting for 1 st day and for 1 st 15 days from commencement of teaching.	Circular with students sign
Elective subject choice from students	Conduct demo session of each elective and collect student's choice. Also discuss the criterion for elective subject finalization.	Elective subject choice
Department meeting (HOD and Dept Faculties)	Review of Academic progress and plans for coming SEM. Review of Dept portfolio and planning for activities Result Analysis and Comparison of Past three years (Quality and Quantitative), Target setting, identification of slow learners and fast learners and action plan, Identification of Gap in curriculum (procedure), critical students from last semester etc.	Agenda, MOM and other supporting documents, List of Slow learners and advanced learners and activities for support and encourage.
Meeting of Course Faculties with course Coordinators	Finalize Course Outcomes, Content beyond syllabus, Assessment methods, Revision/preparation of lab manuals, Revision /restructuring / prepare the contents of Teaching/practical plans, CO-PO mapping, target setting for subject result and CO-attainments, Assignments, Class tests, remedial planning, planning for subject related guest lectures, visit, Prerequisite Test plans etc	Agenda, MOM, CO-PO mapping, Teaching and Practical Plans, Action Plan and taken of last Meeting, pending & closed issues records.
Holiday	Communicate to students, Faculties and Parents (and other stakeholders). Display on NB, Websites, Other communication media.	Circular
Meeting of Mentor In-charge with Mentor Faculties	Identification of special cases from slow learners (need special attentions) and advanced learner from last academics from internal assessments and observations, students' issues – action taken, pending, resolved, corrective actions, planning for counseling for all slow learners by mentor incharge and team, planning of meeting with advanced learner to know requirements, suggestions, understanding all formats to be prepare.	List of Special cases, Slow learners and advanced learner and Action Plan, pending & closed issues records.
Review meeting	A review of activities conducted from 20/05/2019 to 06/06/2019 and conducts a Pre-presentation by (Presentation by HOD) at department for Review and Planning meeting.	
Update Notice Board and Web site (communicate information to stakeholders)	SEM Commencement Notice, Display Time Table, Dept Activity/Event calendar, Course Outcomes & Assessment tools and Instructions, TW calculation Formula, Notices for students, Result Analysis and department achievements on Respective N.B., Documents, instruction –safety/work, Objectives and outcomes of experiments and respective labs, Lab utilization Timetable (TT) and essential displays in Labs etc.	TT and other documents as mentioned and essential.
HOD & Faculty Presentation & Lab Visit	Last semester academic Review- Reading MOM of ARMs conducted in previous SEM, Activities conducted Vs planned, best practices adopted, action taken reports, activities to achieve department Vision-Mission, achievement of department, special programs/activities/efforts taken. Review of Next SEM Planning- Planning for next semester, target set, result analysis of previous academic year SEM, action planned for critical subjects to improve results, subject load allocation, Master time table, course file preparation, and Department activity calendar. Review of faculty presentations.	PPT Soft copy, visit summary report including Suggestions by Principal, Action plan and taken report as corrective measure. Course File with essential Documents.
Commencement of Teaching	Induction of Regular students (and Parents). HOD's address to students of SE, TE & BE about college and dept policies and motivation, Introduction to subject with COs, POs, PSOs etc by respective faculties.	Report - point discussed and shared with students

First Day Non-Reporting Student List	Prepare a list with action plan by Class Teachers and submit to DAC /HOD	Action plan and taken report with duration.
Institute level Event	Every department should plan and communicate schedule to stakeholder well before event.	Circular, Event Schedule, Report, Feedback Analysis Report.
Defaulter students List	Prepare a list of students with less attendance, (Display on N.B.), Plan corrective measures. Communicate a list to Class Faculty, mentors Incharge and Mentors for further counseling and corrective action.	Attendance review Report
Mentor - Student	Mentor Faculties meet with students	Proctors forms, Mentor Meeting Report,
Monthly E-magazine By In-charge	A report of departments monthly activities conducted/planned, achievements, results, events, guest lectures, visits, workshop/seminar/conferences attended, patent/copyrights filed etc	E-magazine Soft copy.
Course File Verification Report	Course File Verification Report by DAC to HOD and AC (Scanned soft copy – signed by DAC & HOD).	Course File Verification Report. Mentor Report (to be submitted by Mentor Incharge in scanned soft copy – signed by HOD)
A meeting by Dept Mentor In-charge	A meeting with Class Teachers. Issue discussion, Action Plan and taken of last Meeting, Compliance & Improvement, issue closing documents and Reports Mentor Form Verification Report by Dept Mentor In-charge to HOD Mentor Meet Summary Report by Dept Mentor In-charge to HOD	Verification Report, Mentor Meet Summary Report
ARM	First Academic review meeting – Department wise.	Reports and PPTs as per agenda.
IQAC Meeting -	Meeting with all HODs, AC and Principal to finalize action plans and other Portfolio Incharges.	Agenda, MOM
Remedial/ Corrective Actions	Remedial Activities/Corrective actions for poor performing Students in internal exams, (Schedule shall be communicated to students and displayed on Notice board.)	Attd., Assessment and Result Analysis Reports
Induction Program	Plan and conduct an induction program for First year/DSE students (students' diversity) (conduct pre-program tests and post-program test and record the change)	Program Schedule, Students Feedback/ Suggestions/response, Induction program report
FEEDBACK	Take feedback/suggestions of students for appreciation of faculties teaching learning and other parameters in Feedback –I/II	Circular, Analysis Reports, Action plans
Letters to the Parent	Letters to parents – Student's academic performance/ areas to be improved, Schedule of Parents-teachers meet.	Summary Report Letters with proper address and records
IN-SEM Exam (SPPU)	SPPU In-SEM Theory Exam (TE & BE students) *Tentative Schedule (Don't conduct /organize any other Events During Exam)	Notice, Circulars from SPPU, Result Analysis
MID Term Assessment and MID Term Work Calculation	(INDEX -I Closed) Two Index should be prepared. <u>Sign 1st Index for MID Term Index Closing</u> MID TERM WORK Marks calculation and Submission to department for approval and Display on N.B. For students	MID TERM Submission Status Report TW Marks calculation Sheet
Crash Course	Conduction of crash courses by subject faculties.	Notice, Circulars, Que Papers, Attd., Assessment and Analysis Reports,
Prelim Exam	Prelim examination as per SPPU End SEM exam pattern.	Action plans, Mock Exam Report, Submission Report,
Mock Oral / Pract Exam	Conduct Mock Oral Practical As per SPPU pattern. TW Certificate Sign.	END TERM Submission Status Report, Subject wise TW Marks calculation Sheet, Clearance Form Report Sign,
END Term Assessment and Term Work Marks Calculation	(INDEX -II Closed) Two Index should be prepared. <u>Sign 2nd Index for END Term Index Closing</u> Subject wise Term Work calculations with reference to Term Work formula.	
Final Detention List	Communicate Final detention list of students to concern detent students	Final detention list

Final Term Work Marks	Approve Summarized Term Work Sheet for all Subject from higher authorities	Summarized Term Work Sheet (All subject)
Final Course File Verification Report	Course File Verification Report by DAC to HOD and AC (Scanned soft copy – signed by DAC & HOD). Mentor Faculties meet with Dept Mentor In-charge. Issue discussion, Action Plan and taken of last Meeting, Compliance & Improvement, issue closing documents and Reports	Course File Verification Report. Mentor Report (to be submitted by Mentor Incharge in scanned soft copy – signed by HOD)
Final meeting by Dept Mentor In-charge	Mentor Form Verification Report by Dept Mentor In-charge to HOD Mentor Meet Summary Report by Dept Mentor In-charge to HOD	Verification Report, Mentor Meet Summary Report
IQAC & Semester End Review Meeting	Department Semester end review, planning Vs execution, best practices, activities, achievements etc, (HOD Presentations), Corrective actions/action plan.	Agenda, MOM
SPPU Online Phase – I+II (First Year and Second Year students) (UNIT-3 & 4 MCQs) <i>*Tentative Schedule (Don't conduct /organize any other Events During Exam)</i>		SPPU Circular
SPPU Practical /Oral / Project Examinations (SE, TE & BE) <i>*Tentative Schedule</i>		SPPU Examination circulars
E-magazine of Semester by In-charge	A report of departments monthly activities conducted/planned, achievements, results, events, guest lectures, visits, workshop/seminar/conferences attended, patent/copyrights filed etc	E-magazine Soft copy.
SPPU Theory Examinations April/May 2019-20 (Winter Exam) <i>*Tentative Schedule</i>		SPPU Examination circulars