



Department Academic/Activity Calendar Session 2018-19 (EVEN)

Months	Week	Activity
December	Second Week	DQAC meeting, Load, portfolio, Subject Distribution, Validation of Teaching Plan Practical List, TT, Action plan, Roll list, Lab Preparation.
	Third Week	Commencement of classes, Industrial Visit
	Fourth Week	Malhar-Cultural Event, Sports activity for students
January	First week	Submission of Monthly Monitoring Report to Dean Academic office
	Second week	Technical Event, NPTEL Course Registration (Faculty & Students), Sports activity for faculty, Workshop for third year students.
	Third Week	Project Seminar-1
	Fourth Week	Magazine & Newsletter Publish
	Last week	Revised Synopsis Submission, Unit test
February	First week	Bright Student Meeting-1
		Display of student attendance
		Display of Provisional Detention List
		Submission of Monthly Monitoring Report to Dean Academic office
	Second week	Guest Lecture, Syllabus completion report, DQAC Meeting
	Third Week	Project Seminar-2 (Mentor Seminar)
	Fourth Week	Online Feedback-1, Parent-Teacher meet, Unit test
March	First week	Display of student attendance
		Display of Provisional Detention List
		Submission of Monthly Monitoring Report to Dean Academic office
	Second week	Project Demo
	Third Week	Guest Lecture, AWL target status, Detection list, Online Feedback-2
		Project Thesis Report & Poster Audit
	Fourth Week	PQAI, Internal Practical Exam/Remedial classes, Display of Final Detention List, Unit test
April	First week	STTP/Workshop
		RTMNU Practical Examination
Second week onward	RTMNU Theory Examination, D & P file updation, internal stock book audit, DLA preparation	
May	First week	Admission Branding
	Second week	
	Third Week	
	Fourth Week	
Remaining if any		

Note: -

1. All portfolio in- charges must prepare corresponding action plan for their respective portfolio's, aligned with institute and department academic calendar.
2. Also ensure that, the activity will be carried out on respective dates only, if not so, then prepare adhere to academic calendar.
3. Department meeting will be conducted in first week (Probably on 3rd of every month).