

Department of Mechanical EngineeringAcademic Calendar for Even semester for the session 2017-18

SN	Event	Date(s)	Day	Remarks
1	Course Allocation and Faculty load calculation	30-12-2017	Saturday	By HOD
2	Finalization of Lab Manual	30-12-2017	Saturday	By HOD
3	Department Time Table	10-01-2018	Wednesday	By Time table coordinator
4	Preparation of Course diary / Course File along with the course notes	12-01-2018	Friday	By concerned Faculty Members in consultation with HOD
5	Department Academic Calendar	12-01-2018	Friday	By coordinator
6	PAC meeting	16-01-2018	Tuesday	By HOD
7	Lab in charge meeting /IIC meeting	17-01-2018	Wednesday	By HOD
8	Meeting of Class coordinator	18-01-2018	Thursday	By HOD
9	Meeting of module coordinators	19-01-2018	Friday	By HOD
10	DAC meeting	20-01-2018	Saturday	By HOD
11	Registration & Commencement of Classes of 2 nd , 3 rd and 4 th year students	22-01-2018	Monday	By respective Class coordinators
12	Class coordinator/section head/HOD presentation for of students to OBE	24-01-2018	Wednesday	By respective Class coordinators
13	Student society meeting(Yantrashilpa, Yantrapatra, SAE & Octavius)	25-01-2018	Thursday	By faculty coordinator
14	Result analysis committee meeting (for external marks) & POs attainment	When result is declared		By HOD
15	Guest Lecture 1	03-02-2018	Saturday	By coordinator
16	Guest Lecture 2	10-02-2018	Saturday	By coordinator
17	Industrial visit	15-02-2018& 16-02-2018	Thursday&Friday	By coordinator
18	Guest Lecture 3	17-02-2018	Saturday	By coordinator
19	Project presentation 1	19-02-2018 to 21-02-2018	Monday to Wednesday	By project coordinator
20	Internal lab assessment review 1	22-02-2018	Thursday	By HOD
21	Moderation committee meeting	22-02-2018	Thursday	By sessional coordinator
22	Student Mentor Meeting	23-02-2018	Friday	Department /Criterion 9 team
23	Attendance record for students having less than 75% attendance to HOD	23-02-2018	Friday	By respective Class coordinator
24	Course coverage sent to HOD	23-02-2018	Friday	By respective Class coordinator
25	Information to Parents/Guardian regarding shortage of attendance	24-02-2018	Saturday	By respective Class coordinator
26	CIA-I test (1/3 rd of syllabus)	26 th to 28 th of February 2018	Monday to Wednesday	By sessional coordinator
27	Students/Parents/ARC meeting(Shortage of attendance)	27-02-2018	Tuesday	By HOD
28	Student Feedback	27-02-2018 to 28-02-2018	Tuesday& Wednesday	By Department/ Criterion 9 team/Sim Coordinator
29	Holi (Holiday)	01-03-2018 to 03-03-2018	Thursday to Saturday	
30	Workshops related to student society	06-03-2018 to 08-03-2018	Tuesday to Thursday	By students
31	Celebration of Women 's Day	08-03-2018	Thursday	By Chairman Woman cell
32	Moderation committee meeting	09-03-2018	Friday	By sessional coordinator

33	CIA-I test evaluation completed and answer-scripts shown to students, result analyses and submission of sessional copies to HODs.	10-03-2018	Saturday	By respective Faculty members.
34	PAC meeting	10-03-2018	Saturday	By HOD
35	Department Alumni meet	10-03-2018	Saturday	By HOD
36	Meeting with weak students	12-03-2018	Monday	By class coordinators
37	Class coordinator meeting with HOD for weak students	12-03-2018	Monday	By HOD
38	Techno-Cultural Fest 2018	14 th to 17 th of March, 2018	Wednesday to Saturday	By HOD EC
39	Project presentation 2	22-03-2018 to 24-03-2018	Thursday to Saturday	By project coordinator
40	Guest Lecture 4	24-03-2018	Saturday	By coordinator
41	Student Mentor Meeting	27-03-2018	Tuesday	Department /Criterion 9 team
42	Internal lab assessment review 2	27-03-2018	Tuesday	By HOD
43	Moderation committee meeting	27-03-2018	Tuesday	By sessional coordinator
44	Attendance record sent to HOD	28-03-2018	Wednesday	By respective Class coordinator
45	Course coverage sent to HOD	28-03-2018	Wednesday	By respective Class coordinator
46	ARC meeting with Parents whose attendance is less than 75%	31-03-2018	Saturday	ARC Chairman
47	CIA-II test (2 nd 1/3 rd of syllabus)	29-03-2018 to 02-04-2018	Thursday to Monday	By sessional coordinator
48	Student Feedback and feedback on central facilities	03-04-2018 to 04-04-2018	Tuesday to Wednesday	By Department/ Criterion 9 team / SIM Coordinator
49	Moderation committee meeting	06-04-2018	Friday	By sessional coordinator
50	CIA-II test evaluation completed and answer-scripts shown to students, result analyses and submission of sessional; copies to HODs.	07-04-2018	Saturday	By respective Faculty members.
51	Meeting with weak students	09-04-2018	Monday	By class coordinators
52	Class coordinator meeting with HOD for weak students	09-04-2018	Monday	By HOD
53	Workshops related to student society	10-04-2018 to 12-04-2018	Tuesday to Thursday	By students
54	Guest Lecture 5	21-04-2018	Saturday	By coordinator
55	Industrial visit	23-04-2018 & 24-04-2018	Monday & Tuesday	By coordinator
56	Project presentation 3	24-04-2018 to 26-04-2018	Tuesday to Wednesday	By project coordinator
57	Moderation committee meeting	26-04-2018	Thursday	By sessional coordinator
58	Project Presentation Demonstration	27-04-2018	Friday	By Project Coordinator
59	Attendance record sent to HOD	27-04-2018	Friday	By respective Class coordinator
60	Course coverage sent to HOD	27-04-2018	Friday	By respective Class coordinator
61	Guest Lecture 6	28-04-2018	Saturday	By coordinator
62	Students/Parents/HOD/Faculty/ARC (Shortage of attendance) meeting	28-04-2018	Saturday	By Department
63	CIA-III test for full syllabus	01-05-2018 to 07-05-2018	Tuesday to Monday	By sessional coordinator
64	Student Feedback	08-05-2018 to 09-05-2018	Tuesday & Wednesday	By Department/ Criterion 9 team / SIM Coordinator

65	Students farewell(Final year)	05-05-2018	Saturday	By Department
66	Internal lab assessment review 3	08-05-2018	Tuesday	By HOD
67	Moderation committee meeting	08-05-2018	Tuesday	By sessional coordinator
68	Student Mentor Meeting	09-05-2018	Wednesday	Department/ Criterion 9 team
69	CIA-III test evaluation completed and answer - scripts shown to students result analyses and statistics sent to HOD	10-05-2018	Thursday	By respective Class coordinator
70	Internal lab assessment review final	11-05-2018	Friday	By HOD
71	Review of action plan for weak students	11-05-2018	Friday	By HOD
72	Review of attainments	11-05-2018	Friday	By HOD
73	Corrective action plan	12-05-2018	Saturday	By HOD
74	End Semester Examinations			As per University Syllabus
75	End semester Practical Examinations			As per University Syllabus
76	Staff Council meeting	15-06-2018	Friday	Tentative
77	Evaluation work			As per University Syllabus
78	Summer Break			

NOTE:

1. Attendance:

- a) Admit Cards for appearing in the Even Semester Examinations will be issued by the Academy to only those students who attained minimum required attendance of 75 %(including medical grounds/genuine reasons beyond control of students). For further relaxation up to 15% due to exceptional circumstances, students are required to submit application through Class Coordinator and HOD for prior permission of Principal.
- b) Attendance requirement for CAI-I is 70%, CAI-II is 75% and CAI-III is 75%.
- c) Mentor-student meeting to be held during last week of the every month. HODs will identify the issues and discuss with students. Attendance to be marked by mentors and uploaded on SIM by respective faculty regularly.
- d) Department Attendance Review Committee headed by HOD shall conduct parents meeting at department level who have shortage of attendance as per norms as per schedule in Academic Calendar.
- e) List of those students, who are having attendance of 75% and below, report with color coding to be downloaded from SIM every month by respective HODs for action and also display it on the respective department notice boards.

2. Sessionals and Marking System:

- a) The marks obtained in Tests, Assignments & Quizes will be taken into account while awarding TAQ marks. SIM has to be kept up to date for student performance with color coded records.
- b) The CT marks will be awarded based on marks obtained in CIA-I and CIA-II and CIA-III. Attending CIA- I, II & III is compulsory, CIA I for 1/3 of syllabus, CIA II for 1/3 of syllabus and CIA-III is for full syllabus (60% + 40% syllabus) for 60 for 2014 & 15 batch and 40 marks for 2016 & 2017 batch, as it is being preparatory to the End semester exam.
- c) AT marks will be awarded based on students' attendance.
- d) Participation in sports, co-curricular and extracurricular activities will be accounted while awarding GP marks.

Students will make it a habit to see their performance on SIM on regular basis.

3. Department faculty Meeting – will be held on every Tuesday at 03:30 PM.

4. Department NBA Meeting – will be held on every Wednesday at 03:30 PM.

HOD (ME)