

PIMPRI CHINCHWAD COLLEGE OF ENGINEERING, PUNE-44.
DEPARTMENT OF ELECTRONICS & TELECOMMUNICATION ENGINEERING
ACADEMIC CALENDER FOR SEMESTER - I OF YEAR 2011-12

To

All Staff Members,

Date : 27-06-11

| Sr. No. | Activity | Date | Incharge Staff | Remarks |
|---------|--|-------------------------------------|--|---|
| 1 | Commencement of classes (SE ,TE ,BE) | 4/7/2011 | All Staff Members | Lesson plan, Practical plan and syllabus for first unit test must be prepared before commencement of term. |
| 2 | HOD's address to students of SE, TE and BE | 4/7/2011 | H.O.D. | Termwork assessment guidelines,Result improvement,Guidelines regarding projects to TE & BE students. |
| 3 | Guest Lecture I | 16/07/2011 | QIP Program Coordinator | A guest lecture for TE & BE students. |
| 4 | Fortnightly Reoprt of attendance (I) | 18/7/2011 | Respective Class Coordinators | Average percentage attendance of all students should be calculated. |
| 5 | Submission of Project Synopsis(B.E. Students only) | 18/07/2011 | Related Project Guides | Collect the synopsis & conformation of project title. |
| 6 | Staff welfare activity | Every third Saturday of every month | Staff development & welfare cell committee | Activity for staff. |
| 7 | Reporting to the project guide(B.E. Student only) | Every Friday | Related Project Guides | Keep the record of project status. |
| 8 | Monthly Reoprt of attendance (II) and first provisional defaulter list | 1/8/2011 | Respective Class Coordinators | Average percentage attendance of all students should be calculated. |
| 9 | Display of Assignment-I | 1/8/2011 | Respective subject teachers | Display of Assignment-I based on first two units. |
| 10 | Monthly Departmental Academic Monitoring | 01/08/2011 to 05/08/2011 | Academic Planning,Co-ordination & Monitoring Coordinator | Academic Incharge will verify the Subject Files ,Laboratory Manuals & Class Teacher Files and Prepare Summary Report. |
| 11 | Appraisal of Teachers by Students (Feedback) | 08/08/2011 to 12/08/2011 | Respective Class Coordinators | Feedback about every subject teacher will be taken from students & will be used to improve teaching & learning process. |
| 12 | Submission of Question Papers for Unit-Test-I | On or before 04/8/2011 | Respective subject teachers | Subject teachers will have to submit the question paper of their subject to the Unit Test Incharge. |
| 13 | First Unit Test (Two Units of Syllabus - 30 Marks) | 08/08/2011 to 18/08/2011 | First unit test Coordinator | Test will be based on two units for which question paper will be as per university format.The time duration will be 1.0 Hr. |
| 14 | Display Of First Unit Test Results | On or before 20/8/2011 | Respective Subject Teachers, 1 copy to class Teachers | First unit test result with analysis to be displayed on notice board. |
| 15 | ETSA Activity (Technical) | 20/8/2011 | ETSA Coordinator | A technical activity for all the students is arranged by ETSA. |
| 16 | Submission of Assignment-I | 22/08/2011 | Respective subject teachers | Students will submit the Assignment-I to the respective staff. |
| 17 | Midterm Submission, Evaluation and display of midterm marks | 16/08/2011 to 22/08/2011 | Respective subject teachers | Submission of 50% termwork must be completed |
| 18 | Remedial Lectures & Makeup Test-I | 22/08/2011 to 26/08/2011 | First unit test Coordinator | The students failed in UT-I will have to appear for the Retest-I |
| 19 | Letters to Parents/Guardians | 23/08/2011 to 29/08/2011 | Respective Class Coordinators | Letters containing attendance status up to 23-08-2011,midterm marks, and UT-I results. |
| 20 | Monthly Reoprt of attendance (III) and second provisional defaulter list | 30/8/2011 | Respective Class Coordinators | Calculation of Average percentage attendance of all students & preparation of provisinal detention list. |

| Sr. No. | Activity | Date | Incharge Staff | Remarks |
|---------|--|--------------------------|---|---|
| 21 | Display of Assignment-II | 2/9/2011 | Respective subject teachers | Display of Assignment-II based on next two units. |
| 22 | ETSA Activity (Non Technical) | 6/9/2011 | ETSA Coordinator | Teachers day celebration by ETSA. |
| 23 | Monthly Departmental Academic Monitoring | 05/09/2011 to 09/09/2011 | Academic Planning, Co-ordination & Monitoring Coordinator | Academic Incharge will verify the Subject Files ,Laboratory Manuals & Class Teacher Files and Prepare Summary Report. |
| 24 | Submission of Question Papers for Unit-Test-II | On or before 02/9/2011 | Respective subject teachers | Subject teachers will have to submit the question paper of their subject to the Unit Test Incharge. |
| 25 | Second Unit Test (Next 2 Units of syllabus-30 Marks) | 06/09/2011 to 14/09/2011 | Second unit test Coordinator | Test will be based on two units for which question paper will be as per university format.The time duration will be 1.0 Hr. |
| 26 | Parents Meet | 8/9/2011 | Respective Class Coordinators | Parents meeting arranged to discuss students performance in the current semester |
| 27 | Display Of Second Unit Test Results | On or before 15/9/2011 | Respective Subject Teachers, 1 copy to class Teachers | First unit test result with analysis to be displayed on notice board. |
| 28 | Submission of Assignment-II | 16/09/2011 | Respective subject teachers | Students will submit the Assignment-II to the respective staff. |
| 29 | ETSA Activity (Technical) | 17/9/2011 | ETSA Coordinator | A technical activity for all the students is arranged by ETSA. |
| 30 | Remedial Lectures & Makeup Test-II | 19/09/2011 to 23/09/2011 | Second unit test Coordinator | The students failed in UT-II will have to appear for the Retest-II |
| 31 | Monthly Reoprt of attendance (IV) and third provisional detention list | 30/09/2011 | Respective Class Teachers | Students Having Attendance Below 75% will appear in provisional detention list. |
| 32 | Counselling with Detained students parents | 3/10/2011 | HOD & respective Class Teachers | HOD & respective class teachers will discuss the students performance with their parents. |
| 33 | Conclusion of teaching | 07/10/11 | Respective Subject Teachers | Last date for conclusion of theory lectures. Planned number of lectures must be completed before this date with 100% syllabus coverage. |
| 34 | End-term Submission & Mock practical/Oral Examination | 10/10/2011 to 15/10/2011 | Respective Subject Teachers | Term Work submission & mock practical/oral to be conducted by the respective subject teachers. |
| 35 | Monthly Departmental Academic Monitoring | 17/10/2011 to 21/10/2011 | Academic Planning, Co-ordination & Monitoring Coordinator | Academic Incharge the Subject Files ,Laboratory Manuals & Class Teacher Files and Prepare Summary Report. |
| 36 | Submission of seminar reports. | Before 15/10/2011 | Related Project Guides | B.E. Student's will submit their seminar reports to the respective guides. |
| 37 | Compilation of Term Work & assesment | 17/10/2011 to 21/10/2011 | Termwork Coordinator | Term work marks to be displayed on Notice Board before submission. |
| 38 | Uniiversity Practical/Oral project exam | 24/10/2011 to 12/11/2011 | PR/OR Coordinator | University exam to be conducted as per the time table by the respective examiners. |
| 39 | University Theory Exam | 14/11/2011 to 06/12/2011 | College Exam Team | University exam to be conducted as per the time table by the respective examiners. |
| 40 | Winter vacation for students | 07/12/2011 to 25/12/2011 | All students | Students will go for winter vacation |
| 41 | Commencement of Second Term for the year 2011-12 | 26/12/2011 | All Staff Members | Commencement of Second Term for the year 2011-12 |

Mrs. Seema U.Deoghare
In-charge Academic Planning & Co-ordination
(E & TC Dept.)

Prof.A.R.Suryawanshi
HOD
(E & TC Dept.)

Cc : Dean Academics : for your kind information.

