

May 2019													
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July 2019															
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28	29	30	31												



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MONTHLY PLANNER

June 2019

MONDAY

3

Faculty Presentations
Start of Execution of AICTE -FDP
Coffee Cup Meet-CSE
Canteen refurbishment
IRO project proposal submission

TUESDAY

4

Faculty Presentations
Teaching plan & TAE planner preparation & submission- III Sem
Welcome mail to Companies from tnp -start
T&P Files Update
6 months Internship certificate verification & filing at student section IT, ETC, CSE, CE, ETRX- Start
All guides interaction with industry supervisors for project/internship EE, MECH-Starts
Camera working Review and repairing report to Director
Discipline Committee meeting and review

WEDNESDAY

5

Preparation of Lists for Induction programme

Ramzan Eid

6

MIS User Creations for newly joined staffs
Preparation of Lists for Induction programme
Project Allotment-BETIC
R&D Coordinator Meeting
Approach to new industry for Consultancy

THURSDAY

7

Autonomy/CBCS orientation Workshop for all Faculty members
Focus Group Presentations
Orientation of faculty for academic practices
Entry of Teaching plan in MIS- III Sem

FRIDAY

8

Autonomy/CBCS orientation Workshop for all Faculty members, Focus Group Presentations
Orientation of faculty for academic practices
Pillars Program
Original document issue to final year
Welcome mail to Companies from TnP -End
6 months Internship certificate verification & filing at student section IT, ETC, CSE, CE, ETRX- Start
Project Review Meeting in Center of Excellence (IOT, FMS, 3D printing)
Weekly review meeting of Boys Hostel
Collecting the names of faculties from HOD for Girls' Hostel visit committee.

SATURDAY

9

All guides interaction with industry supervisors for project/internship EE, ME -End

SUNDAY

10

Practical training for all teachers
MIS Coordinators Meeting
Meeting with faculties regarding e-learning courses, CSE, IT, Civil, FY
Adhoc Faculty joining process-Ends
e-mail for non-submission of admission forms
Notice for offline forms collection 2nd year to Final year students (UG/PG)
Logo Contest under IISC
Formation of Girls' Hostel visit committee of faculties

MONDAY

11

Uploading of teaching plan in MIS
CO PO Verification of all dept.
Graduation Day Preparation
Coffee Cup Meet-ETC

TUESDAY

12

Uploading of time table in MIS & website, display of time table on departmental notice board
Uploading of Course Syllabus, Course Contents and Activities on Moodle by Teachers
Admission Promotion, Roll-list & Section Allotment (UG/PG)

WEDNESDAY

13

Uploading of teaching plan in MIS
CO PO Verification of all department
Moodle Courses and Student Account Creation
MIS Training for Faculties
Summer Term Examination Starts
R&D Coordinator Meeting

THURSDAY

14

Uploading of teaching plan in MIS
CO PO Verification of all department
Roll List to be sent to the department
Roll list (UG/PG) to be sent to the respective departments
Meetings of Lab-In-charges, Class Teachers, Subject Coordinators & TGs
Review of Project Internship
Review of Project Internship- 3:30 - 4:30 for Mech & EE 2020 Batch
Project Reviews of Interns students
End of Summer Internship for UG Students
Skill Workshop in IoT

FRIDAY

15

Creation of E-mail groups as per roll list
Meeting of class teachers, MIS Training to Heads
Meeting with faculties regarding e-learning courses, CSE, IT, CE, First Year
Notice for Free-ship/Scholarship & E.B.C. Forms Submission
Preparation for Graduation Day Ceremony
Original document issue to final year
Update of BSS Master file on sheet
Display of phase & group wise Time-Table of all sections & uploading on website along with teaching plan
One year Industry Internship Project letter verification & filing at student section-III Sem
Joining of Company for Six Months Internship ETC 2020

SATURDAY

16

15: Start of Alumni Registration on Alumni Portal for 2020 batch
Placement Brochure Finalization, T&P File Update
End of Execution of AICTE -FDP
Review of Ph.D. Course Work
Review meeting for implementation of sponsored research grant projects (AICTE FDP & GOC)
Submission of six monthly progress report of ARC to RTMNU
Weekly review meeting of Boys Hostel
Planning of Girls hostel Visit schedule June + July
IRO Meeting

SUNDAY

17

Orientation for CBCS in respective departments for students by HoD & Faculty Advisor
Course registration for 3rd, 5th & 7th sem students including GP courses & Open Electives & filing in student section
Preparation of I-card and Distribution of stationary
Graduation Day Preparation Review Meeting
Orientation of Toast Masters Club
College Re-opening of UG/PG - 2nd, 3rd, & 4th Year
Completion Superset Registration & Verification
Proof of Concept (POC) submission

MONDAY

18

Counseling of students by HOD on CGPA improvement (E & TC-10 am, ETRX-12 pm, Mech-2 pm)
Distribution of Grade Card – Summer Vacation 2019 Exam
Free-ship/Scholarship & E.B.C. Forms Submission
Meeting of all Prarambh Workshop coordinators and Faculty members
Commencement of III MBA & M.Tech.
Programming Skills and Communication Practice
Essay Writing ETC-A,B,C,D & ETRX-B-Start,Quants-Number System, Reasoning-Blood Relation- Start

TUESDAY

19

Counseling of students by HOD on CGPA improvement (CSE-10 am, IT-12 noon, EE-1 pm, Civil-2 pm)
Peer Teaching-Subjects, Teaching plans and Teachers finalization
Salary Calculation of Teaching & Non-Teaching Faculty-
Campus Recruitment training for 8th Sem- Batch-1-Start

WEDNESDAY

20

Commencement of Classes for III, V, VII
Nomination of Class Representatives
MIS Audit for Plan vs. Executed
Pre session academic audit (Verification of attendance registers of Theory, practical, open Elective, GP2 & Gp3)
R&D Coordinator Meeting
End of Summer Internship for UG Students
Selection of e-Cell Team
Programming Skills and Communication
Practice Essay Writing CSE B,C,D Starts & ETC-A,B,C,D & ETRX-B-End
Webinar by Technical expert on Electric Vehicle

THURSDAY

21

MIS Coordinators Meeting
6 Week Internship review for all branches & Submission of 6 Week Internship Reports, certificate uploading on portal
Pre session academic audit
International Yoga Day Celebration
6 Week Internship review & Submission of Reports, certificate uploading on portal - CSE
Coordination Meeting T&P / IIIC / Alumni / SPC, Data update NIRF Format
Skype interaction with DR. AMED ABDELGAWAD, CMU, USA
Demo of CAD modeling for Dentistry

FRIDAY

22

CBCS Meeting for CBCS pending cases
Meeting with faculties regarding e-learning courses,ETC,ETRX, ME, EE
Pre session academic audit
Original document issue to final year
Practice Session of Toastmasters
Orientation Program of NSS Volunteers & Discussion about Planning of Activities
Orientation program for e-cell
Industry Visit-I for all branches as per format
Quants-Number System, Reasoning-Blood Relation-Start
Programming Skills and Communication Practice
Essay Writing CSE B,C,D Ends

SATURDAY

23

22:Weekly hostel review meeting of Boys Hostel
First Meeting with Girls Hostel students
Skype interaction with Dr. Prashant K. Jain: ME
23:Panel preparation for each course, submission to University for panel.
First Hostel Visit by committee member

SUNDAY

24

Pre session academic audit
Affiliation of New Course & Proposal of Intake variation submission to RTMNU for 2019-2020
Examination Committee Meeting
Exam Subcommittee Meeting for unfair means
Graduation Day Preparation Review Meeting
Practice Session of Toastmasters
ETC: Indoor Sports
Orientation for Placements-2nd Year Starts
Quants-Number System, Reasoning-Blood Relation-Start
6 Week Internship review & Submission of Reports, certificate uploading on portal -IT
Start of Workshop on Microsoft AI and Machine Learning Tool

MONDAY

25

Pre session academic audit
Half Salary to Shradha House
EE/ETRX : Indoor Sports
MoU with iB-Hubs
6 Week Internship review & Submission of Reports- ME 2021 batch
Review of Plumbing Maintenance
Skype interaction with Amit Bhojar

TUESDAY

26

TR Verification & Declaration of Result of Summer Term Examination
CSE: Indoor Sports
Coffee Cup Meet-IT
Review of Electrical Maintenance
Talk by Abhilash Khobragade, Founder, Tgloo (Creativity Session)

WEDNESDAY

27

Interviews & Evaluation for CTS
Seminar on Literature survey & Company Supervisor finalization for III Sem M.Tech.
MECH/ ETRX : Indoor Sports
Programming Skills and Communication
Practice Essay Writing Starts
6 Week Internship review & Submission of Reports- ETRX,CSE 2021 batch
R&D Coordinator Meeting

THURSDAY

28

Interviews & Evaluation for Peer Teaching
External Academic & Administrative Audit
Preparation for Management quota round
CE/IT: Indoor Sports
Coordination Meeting T&P / IIIC / Alumni / SPC, Data update NIRF Format
SPC Meeting and Portfolio Distribution
Campus Recruitment training for 8th Sem-Batch-1-Ends
Team building training for e-Cell
Review of Civil Maintenance
MoUs with Swargiya Dadasaheb Kalmegh Smruti Dental College
End of Workshop on Microsoft AI and Machine Learning Tool

FRIDAY

29

External Academic & Administrative Audit
Meeting with faculties regarding e-learning courses,ETC,ETRX,ME,EE
Preparation for Management quota round
Meeting of Toastmasters
One technical/cultural activity by each department, Bhajan Gayan, One activity by each hobby club
Inter Departmental Sports (Indoor Chess & Carrom)
Adoption of religious places for Swacchata
Orientation for Placements-2nd Year Ends
Quants-Number System, Reasoning-Blood Relation-Ends, CRT for 8th Sem Batch-II Starts
Team building training for e-Cell
Industry Visit-I for all branches as per format
Review meeting for implementation of sponsored research grant projects (RPS,MODROB)
IRO Meeting

SATURDAY

30

Management quota round
End of Distribution of Grade Cards (UG/PG All), Leaving Certificate, Character Certificate & Other documents to UG/PG passed out students
Alumni Activity Report (Portal)

SUNDAY

Graduation Day & Achievers Award

AUGUST							2019						
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25	26	27	28	29	30	31							

OCTOBER							2019						
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MONTHLY PLANNER

September 2019

MONDAY

30

Academic Audit 2-Phase-II Courses & 1st Year Academic Audit 3- Regular Courses
Submission of audit report to Director
Extra turn for practical's and reporting to audit team in next CBCS meeting
Meeting of Class Teachers
End of End Sem Exam B.E. I Term Phase -I courses
Mini Model Seminars, 2nd Letter to Parents & PDL
Declaration of result of CAE-I - I Sem
Internal Audit (M.Tech/MBA) /III Sem
ETC: 2nd Year Handball/ 3rd Year Basketball
2nd Industry Internship Progress Seminar ME-D& ETC 2020 batch
Offer letter upload on Superset
Alumni Activity Report (Portal)

TUESDAY

3

Display of attendance for August & sending letters to parent
Peer teaching Review
Last date for Submission of Question Paper sets by External & Internal (All UG/PG)
TG Meet-File Checking, 2nd Meeting of Crs, Academic Audit 1
CAE-I (Remaining Subject)
Skill Workshop-III- I Sem M.Tech
Display of cumulative attendance PG
CE,IT Departmental forum installation

WEDNESDAY

4

Parents Meeting of provisionally detained students & interaction with Director, HoD to coordinate
Report on Feedback-II to be discussed
Entry of TAE II (for I sem)/ Entry of TAE VI (for III sem) (M.Tech/MBA)
CSE Departmental forum installation
One Days workshop on Entrepreneurship for Electrical department

THURSDAY

5

Every month one industry visit and one guest lecture for each class
Every Friday-Review meeting of all faculty advisors by HoD
Meeting of faculty advisors with all students on every Thursday
2nd & 4th Saturday- Meeting of all GP courses coordinators
Every fortnight - 6 Months Internship Review with project guide, coordinator & HoD of all sections
Every Thursday-R&D meeting at 9:30 am
Every Friday-III and T&P meeting at 9:30 am
Every Saturday-CBCS meeting at 9:30 am

FRIDAY

6

ETC Departmental forum installation
Coordination Meeting T&P / IIIC / Alumni / SPC, Data update NIRF Format, Data update NIRF Format
Canteen refurbishment, Camera working
Review and repairing report to Director, Discipline Committee meeting and review

SATURDAY

7

MIS Training to staff and heads
DTE Admission Cutoff Date (B.E. DSY)
Reporting to Director about non submission of scholarship forms TG wise
Original documents issue to final year students
Practice Session of Toastmasters
ME Departmental forum installation
Campus cleaning Activity
ISR activity by IT Dept
Review of Project Internship & industry finalization for CSE, I, ETC, ETRX & CE
Industry Visit-II for all branches
Review meeting for implementation of sponsored research grant projects
"Wizards of Marketing"-Marketing Challenge

SUNDAY

8

ARA documents audit-Starts
Announcement of Faculty development program by IIT Bombay
Fourth Meeting with Girls hostel students

2

Apply for Eligibility Certificate of students to RTMNU, Documents scanning of fresh admitted students (B.E. I /DSY / MBA/ M.Tech.)
End of CAP Round reporting B.E. DSY
Online Scholarship/Free Ship/EBC/All Types
Minority Form submission
T&P Files Updation, Quants-->Algebra
NIRF Registration Start

Ganesh Chaturthi

Ganesh Festival - "Ekaakshara" with Departmental Forum Installation & Celebration
Ganpati Sthapana at Hostel
Boys and Girls Hostel Report to the Director

3

Parents Meeting of provisionally detained students & interaction with Director, HoD to coordinate
Report on Feedback-II to be discussed
Entry of TAE II (for I sem)/ Entry of TAE VI (for III sem) (M.Tech/MBA)
CSE Departmental forum installation
One Days workshop on Entrepreneurship for Electrical department

4

ARA documents audit-Ends
ETRX Departmental forum installation
R&D Coordinator Meeting
Guest Lecture for students Mr. Rohit Gomashe System Test Engineer Philips, Boston Massachusetts-ETC
Skype interaction with Dr. Shamusul Rahman, Malaysia-CE

5

ETC Departmental forum installation
Coordination Meeting T&P / IIIC / Alumni / SPC, Data update NIRF Format, Data update NIRF Format
Canteen refurbishment, Camera working
Review and repairing report to Director, Discipline Committee meeting and review

6

MIS Training to staff and heads
DTE Admission Cutoff Date (B.E. DSY)
Reporting to Director about non submission of scholarship forms TG wise
Original documents issue to final year students
Practice Session of Toastmasters
ME Departmental forum installation
Campus cleaning Activity
ISR activity by IT Dept
Review of Project Internship & industry finalization for CSE, I, ETC, ETRX & CE
Industry Visit-II for all branches
Review meeting for implementation of sponsored research grant projects
"Wizards of Marketing"-Marketing Challenge

7

MIS Training to staff and heads
DTE Admission Cutoff Date (B.E. DSY)
Reporting to Director about non submission of scholarship forms TG wise
Original documents issue to final year students
Practice Session of Toastmasters
ME Departmental forum installation
Campus cleaning Activity
ISR activity by IT Dept
Review of Project Internship & industry finalization for CSE, I, ETC, ETRX & CE
Industry Visit-II for all branches
Review meeting for implementation of sponsored research grant projects
"Wizards of Marketing"-Marketing Challenge

8

EE, MBA Department Forum Installation

9

Moodle Training for CAE In-charges & Subject In-charges for Smooth Conduction of CAE (DSY)
Practice Session of Toastmasters
Quants-->Data Interpretation, Reasoning-Visual Reasoning Starts
Technorion 2019
Skype session Waste Management / Physics / Mathematics

10

Moharam

Meeting with Newly admitted students of B.E. Direct Second Year for Scholarship (all types)
Commencement of Audit Meeting of Question Papers all UG/PG
Technorion 2019
Project Internship feedback from Industry
Workshop on Creativity and Innovation- MBA (IRO)

11

First Year Departmental forum installation-FAITH
CSE: 2nd Year Volleyball/ 3rd Year Football
2-days Spirit of Entrepreneurship Workshop (Section J) FY

12

Last date for Submission of list of External / Internal Practical Examiner by HoD (All UG/PG)
MECH/ ETRX : 2nd Year Volleyball
3rd Year Football
Coffee Cup Meet & Guest Lecture-CSE
Submission of Expenditure and clearance of bills of Ganpati Festival
R&D Coordinator Meeting

13

MIS Coordinators Meeting
CAE-II DSY
CE/IT: 2nd Year Volleyball/ 3rd Year Football
Coordination Meeting T&P / IIIC / Alumni / SPC, Data update NIRF Format, Data update NIRF Format

14

CAE-II DSY, Hall Ticket distribution for NPTEL September examination
Reporting to Director about non submission of scholarship forms TG wise
Pillars Program
Activity 6: Debate Competition (A to M), Meeting of Students with Respective TG, TG Meet-File Checking, Monthly Parents meet
Meeting of Toastmasters
One technical/cultural activity by each department, One activity by each hobby club, Sufiyana Andaj
Inter Departmental Sports (Volleyball)
Essay & Elocution competition on Mahatma Gandhi life and work, ISR activity by ETC

15

14: Review of Project Internship & industry finalization for CSE, IT, ET, ETRX & CE, Industry Visit-II for all
Pitch Your Idea
Project Review Meeting in various CoE (BeTIC, AIMA, IOT, Design, 3D)
Submission of Boys hostel round report to Director, Ninth Girls Hostel Visit by committee member
15: Updation of BSS Master file on sheet
Finalization of admission position of ODD sem with MIS
Commencement of Sending letters to Internal / External for Practical Examination
Skype based faculty interaction with Dr. Arvind Singh China-EE

16

Moodle Training for CAE In-charges & Subject In-charges for Smooth Conduction of CAE-3
Practice Session of Toastmasters
Central Sector Scholarship Forms Submission
ETC: 2nd Year Volleyball/ 3rd Year Football
Engineer's Day/Teacher's Day celebration
Quants-->Geometry and Trigonometry, Reasoning-Number Series- Starts
T&P Files Updation
One Days workshop on Entrepreneurship for Civil department
Skype interaction with Prathmesh Deshpande, USA-ETRX

17

Moodle Training for CAE In-charges & Subject In-charges for Smooth Conduction of CAE-3
CAE - II (M.Tech/MBA)
Second Project Progress Seminar III/V Sem
EE/ETRX :2nd Year Volleyball/ 3rd Year Football
PG 2nd Project progress
Review of Ph.D. Course Work
Students Kart Design Challenge- SKDC-2019

18

CAE-II Phase-I courses
CSE: 2nd Year Handball/ 3rd Year Basketball
2-days Spirit of Entrepreneurship Workshop (Section K) [First Year]

19

Salary Calculation of Teaching & Non-Teaching Faculty
CAE-II Phase-I courses
Declaration of result of CAE-II III Sem
MECH/ ETRX : 2nd Year Volleyball/ 3rd Year Football
R&D Coordinator Meeting

20

Commencement of ESE for online subjects
CAE-II Phase-I courses
Forum Activity (M.Tech/MBA)
CE/IT: 2nd Year Handball/ 3rd Year Basketball
Industry Guest Lecture
Coffee Cup Meet and Guest Lecture- ETRX
Coordination Meeting T&P / IIIC / Alumni / SPC, Data update NIRF Format, Data update NIRF Format
Visit to GHRU, Agricultural Department

21

Display of final detention list
Extra turn for practicals & reporting to audit team in next CBCS meeting
Activity 7: Vocab wizard
Practice Session of Toastmasters
One technical/cultural activity by each department, One activity by each hobby club, Instrument Playing
Inter Departmental Sports Volleyball Girls
Self defense training for girls, ISR activity by FY
Review of Project Internship, Review of industry finalization for CSE, IT, ETC, ETRX & CE
Industry Visit-II for all branches
Creative product selling competition

22

21: Review meeting for implementation of sponsored research grant projects (MODROB,RPS), ASME EFX
Submission of Girls hostel round report to Director
Tenth Girls Hostel Visit by committee member
Webinar by RaviKiran Perumalla-CSE

23

CAE-III (V, VII Sem)
CAE-II (Phase-II Courses, III Sem)
Salary Calculation of Teaching & Non-Teaching Faculty
Display of Final Detention List Phase-I Courses
Meeting of Toastmasters
Open House for VII sem Projects: CSE, IT, ETC, ETRX
Quants-Miscellaneous, Reasoning-Analogy and Odd Man Out Starts
ETC: 2nd Year Handball/ 3rd Year Basketball
Review of Vehicle Maintenance

24

CAE-III (V, VII Sem)
CAE-II (Phase-II Courses, III Sem)
Open House for VII sem Projects: EE, ME, CE
EE/ETRX :2nd Year Handball/ 3rd Year Basketball
Review of Plumbing Maintenance

25

CAE-III (V, VII Sem)
CAE-II (Phase-II Courses, III Sem)
Half Salary to Shradhha House
CAE-III-Phase-I Courses
Admission Uploading on portal of Admission Regulating Authority, Mumbai (UG & PG All)
Practical Exam Time-Table Preparation
CSE: 2nd Year Handball/ 3rd Year Basketball
Display of Final Detention list III Sem
Provisional Detention list I Sem
Guest Lecture & Industry Visit Entry on Portal
Pending Alumni Registration of 2020 Batch
Industry Guest Lecture

26

Uploading of Extra & Co-Curricular Certificates on Moodle
Commencement of End Sem Exam B.E. I Term Phase -I courses
Road Cleaning & Sweeping Activity
MBA-Program on employment generation strategies
MECH/ ETRX: 2nd Year Handball/ 3rd Year Basketball
2nd Industry Internship Progress
Seminar ME-A 2020 Batch
R&D Coordinator Meeting
Review of Electrical Maintenance

27

Start of Academic Audit 2-Phase-II Courses & First Year
Academic Audit 3- Regular Courses
Meeting of CR and copy of minutes to be sent to Director and Dean Academics
MIS Coordinators Meeting
CAE-I for (M.Tech/MBA) I Sem
Internal Audit (I & III Sem M.Tech.)
CE/IT: 2nd Year Handball/ 3rd Year Basketball
2nd Industry Internship Progress ME, CSE EE 2020
Review of industry finalization for CSE, IT, ETC, ETRX & CE
"GHRCE Pitchers"-an elevator pitch competition
National Summit on Creativity and design
Weekly T&P/Alumni/III Meeting
Review of Civil Maintenance
Submission of Boys hostel round report to Director

28

National Summit on Creativity and design
Inter Departmental Sports Volleyball for Girls
2nd Industry Internship Progress Seminar ME-C & Civil 2020 batch
Guest Lecture of Dr. P. K. Labhsetwar, Scientist, WTMD Division, NEERI, Nagpur-ME
IRO Meeting
Pitrumoksha Amavasya

29

NPTEL Examination for 4 Week and 8 Week set 1 courses
Display of Theory Exam Time Table

OCTOBER							2019							
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13	14	15	16	17	18	19	20	21	22	23	24	25	26	
27	28	29	30	31										

DECEMBER							2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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MONTHLY PLANNER

November 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY																																				
<p style="text-align: center; font-weight: bold; color: #000080;">IMPORTANT NOTES</p> <table border="1" style="width: 100%; height: 100px; border-collapse: collapse;"> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> </table>																					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">AC Academics</td> <td style="width: 50%;">SA Student Activity</td> </tr> <tr> <td>ES Establishment Section</td> <td>TP Training & Placement</td> </tr> <tr> <td>SS Student Section</td> <td>IC Industry Cell</td> </tr> <tr> <td>EC Examination Cell</td> <td>RD Research & Development</td> </tr> <tr> <td>FD Faculty Development</td> <td>AD Admin Cell</td> </tr> <tr> <td>FY First Year</td> <td>SP Skill Enhancement Program</td> </tr> <tr> <td>HC Humanities Cell</td> <td>IQ Internal Quality Assurance Cell</td> </tr> <tr> <td>PG Post Graduate</td> <td>IC IRO CELL</td> </tr> </table>	AC Academics	SA Student Activity	ES Establishment Section	TP Training & Placement	SS Student Section	IC Industry Cell	EC Examination Cell	RD Research & Development	FD Faculty Development	AD Admin Cell	FY First Year	SP Skill Enhancement Program	HC Humanities Cell	IQ Internal Quality Assurance Cell	PG Post Graduate	IC IRO CELL	<p>Every month one industry visit and one guest lecture for each class Every Friday-Review meeting of all faculty advisors by HoD Meeting of faculty advisors with all students on every Thursday 2nd & 4th Saturday- Meeting of all GP courses coordinators Every fortnight- : 6 Months Internship Review with project guide, coordinator & HoD of all sections Every Thursday-R&D meeting at 9:30 am Every Friday-III and T&P meeting at 9:30 am Every Saturday-CBCS meeting at 9:30 am</p>	<p>R&D Coordinator Meeting</p>	<p>E.B.C. Online forms verification & submission from students End semester theory examination III, V and VII sem Commencement of End Sem Theory Exam for M.B.A. - III Sem, M.C.A.- III & V Sem, M.Tech - III Sem / M.E - III Sem TG Meet-File Checking, 4th Meeting of CRs CAE-II (Remaining Subjects) Display of Final Detention list- I Sem Last teaching day - I Sem T&P Files Update Winter 6 weeks Internships/ Training for 2022 batch Warning Mails to Students whose six months internship not confirmed for CSE, IT, ETC, ETRX & CIVIL 2021 batch ICETET-SIP-19 Submission of AICTE AQIS grants starts</p>	<p>NPTEL Examination for 12 week Courses Original documents issue to final year students Hindi songs of well known singers ICETET-SIP-19 Review meeting for implementation of sponsored research grant projects Submission of hostel round report to Director, Boys and Girls Hostel Report to the Director</p>	<p>NPTEL Examination for 4 Week and 8 Week set 2 courses</p>
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<p>CAE II-Phase-II Courses TG Meet-File Checking</p>	<p>Start of Distribution of Grade Cards (VII sem) & Other documents to Final Semester (UG/PG) 2020 batch Coffee Cup Meet & Guest Lecture-CE Last teaching day(I Sem M.Tech.)</p>	<p>Every month one industry visit and one guest lecture for each class Every Friday-Review meeting of all faculty advisors by HoD Meeting of faculty advisors with all students on every Thursday 2nd & 4th Saturday- Meeting of all GP courses coordinators Every fortnight- : 6 Months Internship Review with project guide, coordinator & HoD of all sections Every Thursday-R&D meeting at 9:30 am Every Friday-III and T&P meeting at 9:30 am Every Saturday-CBCS meeting at 9:30 am</p>	<p>R&D Coordinator Meeting</p>	<p>3 Ph.D Colloquia of First Year dept. Canteen refurbishment Camera working Review and repairing report to Director Discipline Committee meeting and review</p>	<p>Original documents issue to final year students Activity 10: Power Point Presentation – "Rainbow" PPT Competition (A- F), Meeting of Students with Respective TG 3 Ph.D Colloquia of First Year dept. Pillars Program Singing by Faculty members Coffee Cup Meet and Guest Lecture-ETRX</p>	<p>Submission of AICTE AQIS grants ends Formation of Technical Group for Research on Battery Technology-EE</p>																																				
<p>CAE II-Phase-II Courses TG Meet-File Checking</p>	<p>Guru Nanak Jayanti Merit List verification with documents to R.O.D.T.E., Nagpur. CAE II-Phase-II Courses TG Meet-File Checking</p>	<p>Every month one industry visit and one guest lecture for each class Every Friday-Review meeting of all faculty advisors by HoD Meeting of faculty advisors with all students on every Thursday 2nd & 4th Saturday- Meeting of all GP courses coordinators Every fortnight- : 6 Months Internship Review with project guide, coordinator & HoD of all sections Every Thursday-R&D meeting at 9:30 am Every Friday-III and T&P meeting at 9:30 am Every Saturday-CBCS meeting at 9:30 am</p>	<p>End Sem Theory+ Practical Exam B.E. I Term Commencement of End Sem Theory Exam M.Tech. ,M.E. , M.B.A., M.C.A.- I Sem Final Detention List- All subjects R&D Coordinator Meeting</p>	<p>Start of Distribution of Grade Cards (VII sem) & Other documents to Final Semester (UG/PG) 2020 batch Start of 6 Months Industry Internship for CSE, IT, ETC, ETRX & CE Result Analysis of NPTEL November Exam Update of BSS Master file on sheet Start of 6 Months Industry Internship for CSE, IT, ETC, ETRX & CE 2021 Batch Announcement of GHR Connect and Start of Preparation T&P Files Update Submission of AICTE AQIS grants starts Review of Ph.D. Course Work ARIIA Registration Close</p>	<p>Original documents issue to final year students Last Teaching Day Instrument Playing by faculties Project Internship Internal submission & verification-ME & EE 2020 batch Review meeting for implementation of sponsored research grant projects (SPDP) Submission of proposal BIRAC-GYTI Guest Lecture on Need of AI by Ahmed Abdelgawad, Central Michigan University-CSE Webinar by Prof. Vinod K. Kakde Information Technology Department, Nizwa College of Technology, Sultanate of Oman</p>	<p>Submission of AICTE AQIS grants ends Formation of Technical Group for Research on Battery Technology-EE</p>																																				
<p>E.B.C. Forms submission to R.O., Nagpur Start of Remedial Classes for academically weaker students CAE-III (All Subjects) External Finalization for Six Months Internship EE-ME 2020 batch</p>	<p>Salary Calculation of Teaching & Non-Teaching Faculty External Finalization for Six Months Internship EE-ME 2020 batch</p>	<p>Every month one industry visit and one guest lecture for each class Every Friday-Review meeting of all faculty advisors by HoD Meeting of faculty advisors with all students on every Thursday 2nd & 4th Saturday- Meeting of all GP courses coordinators Every fortnight- : 6 Months Internship Review with project guide, coordinator & HoD of all sections Every Thursday-R&D meeting at 9:30 am Every Friday-III and T&P meeting at 9:30 am Every Saturday-CBCS meeting at 9:30 am</p>	<p>R&D Coordinator Meeting</p>	<p>International Colloquium Weekly T&P/Alumni/III Meeting & Review 2009 Batch Alumni Meet Registration</p>	<p>Original documents issue to final year students Salary Calculation of Teaching & Non-Teaching Faculty International Colloquium End of Remedial Classes for academically weaker students CAE-III (All Subjects) Marathi Folk Joining on Student Portal for CSE, IT, ETC, ETRX & CE 2021 batch Project Review Meeting in CoE (BeTIC, AIML,IOT,Design,3D)</p>	<p>Submission of AICTE AQIS grants ends Formation of Technical Group for Research on Battery Technology-EE</p>																																				
<p>Counseling of students by HOD on CGPA improvement External Examination EE & Mech for project internship Half Salary to Shradhha House Open House for Grievances (All UG & PG) Examination Subcommittee Meeting & Examination Committee Meeting TR Verification & Declaration of Result ESE M.Tech, M.E, M.B.A., M.C.A.- III, V Sem TG Meet-File Checking Portal joining verification for 5 branches Review of Vehicle Maintenance Skype Interaction with Dr. Mohan Kolhe, University of Agder, Norwa-ME</p>	<p>Load Calculation & Faculty Requirement Submission & Registration of Examination Forms of Vacation Exam Winter -2019 TR Verification & Declaration of Result End Sem B.E. III Term Practical Exam B.E. I Term Practical Exam M.Tech., M.E., M.B.A., M.C.A. - I Sem External Examination EE & Mech for project internship 2020 batch Starts Coffee Cup Meet and Guest Lecture- ME ARIIA Data Submission Open</p>	<p>TR Verification & Declaration of Result End Sem B.E. V Term Review of Plumbing Maintenance</p>	<p>TR Verification & Declaration of Result End Sem B.E. VII Term R&D Coordinator Meeting Review of Electrical Maintenance</p>	<p>Weekly T&P/Alumni/III Meeting & Review Review of Civil Maintenance</p>	<p>E.B.C. Forms submission to R.O., Nagpur, Meeting with newlyadmitted students of M.Tech/ M.B.A. First Year -Scholarship Panjabi Folk Alumni Activity Report (Portal) Offer letter upload on Superset External Examination EE & Mech for project internship 2020 batch Ends Review meeting for implementation of sponsored research grant projects (SAMRIDDHI,PRERNA),NIRF Submission Close,Submission of AICTE AQIS grants ends Skype interaction with Dr. N. C.Balijepalli, UK,CE</p>	<p>Submission of AICTE AQIS grants ends Formation of Technical Group for Research on Battery Technology-EE</p>																																				