



G. H. RAISONI COLLEGE OF ENGINEERING

(An Autonomous Institute affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur)

Dual Accreditations NAAC "A+" Grade & NBA (Tier-I)

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ACADEMIC CALENDAR UG (IV/VI/VIII TERM) FOR YEAR 2019-20 (EVEN TERM)

Month	Date	Events	Responsibility
November	02	Approved Load Calculation, Load Distribution, List of Class Incharges, List of TG/FA (if any updates) and Course offered List to be submitted to Dean Academics.	HoD
	04	Call for Peer Teaching & CTS applications	Dean Academics
	06	Planning of activities by all Departments/ coordinators/incharges for activity calendar even sem	Coordinators / Incharges
	08	Academic calendar finalization for session Summer-2020	Dean Academics
	09	Peer Teaching Review for Session Winter-2019 Odd Term & Bill Settlement	Dean Academics
	11	Activity calendar finalization for session Summer-2020	Dean Academics
	15	Start of 6 Months Industry Internship for CSE, IT, ETC, ETRX, ME, CE and eighth sem students registration in MIS	Dean III
	23	Interviews for Peer Teaching & CTS	Dean Academics
	25	Industry Project Topic finalization seminar	Dean III
	25	Time table submission and display on departmental notice board & Website uploading	HoD
	26	Roll List to be sent to the department by student section	Student Section
	26-27	Focus Group Meeting for finalizing Course contents, teaching plan, CAE, TAEs etc. with Director	HoD
	28	Submission of teaching plan and upload on Website (MIS Copy)	HoD
	28-29	Training of faculty for Practical Conduction	IQAC
30	Meeting of all class teachers	Dean Academics	
December	02	Course registration for 4 th , 6 th semester students including GP courses and Open Electives & filing in student section	Dean Academics
	02-03	Pre session academic audit (Verification of attendance registers of Theory, practicals, open	IQAC

		Elective, GP), MIS Audit for Plan vs. Executed, Result Analysis of Winter-2019, Course Outcome attainment verification	
	05	Commencement of classes for Even Term	Dean Academics
	7	CBCS meeting on every Saturday (7,14,21,28 Dec)	Dean Academics
	12	Nomination of Class Representatives	Dean Academics
	13	Counseling of students by HOD on CGPA improvement (E & TC-10 am, ETRX-12 noon, Mech-2 pm)	Dean Academics
	14	Counseling of students by HOD on CGPA improvement (CSE-10 am, IT-12 noon, EE-1 pm, Civil-2 pm) All Departments to submit Course Registration forms to students section.	Dean Academics
	16-19	One guest lecture and industry visit to be completed for each section	Dean Academics
January	01	1 st Audit of Skill Courses	Dean Academics
		Display of attendance for the month of December on departmental notice board and sending letters to parents	HoD
	04	Parents Meeting of provisionally detained students	HoD
		Meeting of Class Representatives	Dean Academics
	4	CBCS meeting on every Saturday (4,11,18,25 Jan)	Dean Academics
	11	Meeting of Class Teachers	Dean Academics
	16-18	Class Assessment Examination-I (4/6/8 Sem)	Dean Academics
	20-22	Feedback Phase I	Dean Academics
	23-24	Academic Audit 1- (Verification of Attendance registers, Planned Vs Executed Lectures, Quality of Notes, Impartus Review, Quality of questions, CAE marks verification & activity conducted, CO mapping, TAE marks practical completion, entry of marks and Performance review with signature) For all Courses including Foreign Languages, Liberal Arts, Skill workshops & Open Electives.	IQAC
	23-28	One guest lecture and industry visit to be completed for each section	HoD
	25	Feedback report to submit to Director Office	Dean Academics
	27	Action Taken Report to be submitted to Director	Dean Academics
	27-31	Extra turn for pending practicals as per academic audit-1	IQAC
	30	Display of provisional detention list on departmental notice board and sending letters to	HoD

		parents	
	31	2 nd Audit of Skill Courses	Dean Academics
February	1	Parents Meeting of provisionally detained students	HoD
	1	Meeting of Class Representatives	Dean Academics
	1	Display of attendance upto the month of January on departmental notice board and sending letters to parents	HoD
	1	CBCS meeting on every Saturday (1,8,15,22,29 Feb)	Dean Academics
	1	Parents Meeting of provisionally detained students	HoD
	08	2 nd Audit of Skill Courses	Dean Academics
	15	Meeting of Class Teachers	Dean Academics
	17	Meeting of Class Representatives	Dean Academics
	19-23	Annual function Antaragni and Technorion	Dean Academics
	25-27	Class Assessment Examination-II (6/8 Term)	Dean Academics
	28-29	One guest lecture and industry visit to be completed for each section	
	28-29	Academic Audit 2- (Verification of Attendance registers, Planned Vs Executed Lectures, Quality of Notes, Impartus Review, Quality of questions, CAE marks verification & activity conducted, CO mapping, TAE marks practical completion, entry of marks and Performance review with signature) For all Courses including Foreign Languages, Liberal Arts, Skill workshops & Open Electives.	Dean Academics
	29	Display of provisional detention list on departmental notice board and sending letters to parents	HoD
March	02	Finalization of TAE-VI & TAE-VII marks	HoD
	02	Display of attendance upto the month of February on departmental notice board and sending letters to parents	
	02	Freezing of final detention list (all semester) by respective departments	
	03	Parents Meeting of finally detained students	
	04-05	Removal of students form final detention list	
	06	Final detention list (all semester) by respective departments	
	06	Meeting of Class Representatives	
	07	3 rd Audit of Skill Courses	
	07	CBCS meeting on every Saturday (7,14,21,28 March)	Dean Academics
	12-14	Feedback Phase II	Dean Academics

	13-14	Academic Audit 3- (Verification of Attendance registers, Planned Vs Executed Lectures, Quality of Notes, Impartus Review, Quality of questions, CAE marks verification & activity conducted, CO mapping, TAE marks practical completion, entry of marks and Performance review with signature) For all Courses including Foreign Languages, Liberal Arts, Skill workshops & Open Electives.	IQAC
	16	Action Taken Report to be submitted to Director	IQAC
	18	Feedback report to submit to Director Office	Dean Academics
	21	Action Taken Report to be submitted to Director	Dean Academics
	07,14,21,28	Extra turn for pending practicals	IQAC
	21	Meeting of Class Teachers	Dean Academics
	16-21	One guest lecture and industry visit to be completed for each section	HoD
	26-28	Class Assessment Examination-II (4 Term) Class Assessment Examination-III (6/8 Term)	Dean Academics
April	01-10	Commencement of Online/Project Based/Activity Based/Practical Examination	CoE
	02	Submission and Entry of all TAE marks in MIS	HoD
	02	4 th Audit of Skill Courses	Dean Academics
	03	Submission of all Internal marks to COE through Dean Academics	Dean Academics
	04	Last teaching day	Dean Academics
	11-20	Commencement of End Semester Examinations Summer-2020	CoE
	28	Result declarations of Summer-2020 examinations	Dean Academics
	29	Finalization of Courses and faculty members for Summer Term 2020	Dean Academics
May	30	Display of Summer term 2020 class timetable	Dean Academics
	02	Commencement of Summer Term 2020	Dean Academics
	15	Annual Report	Dean Academics

DEAN (ACADEMICS)

DIRECTOR