

TERNA ENGINEERING COLLEGE, NERUL, NAVI MUMBAI

Date: 01/07/2023

C. No: TEC-23-24

ACADEMIC CALENDAR - Second Half of 2023

Activity Plan (UG III/V/VII)

Sr. No.	Date	Activity	Dept.	Responsibility	Remarks
Pre-Commencement Activities					
A	03-07-2023	Declaration of Institute Level Academic Calendar	All Departments	Dean Academic	New Semester Requirement
B		Verified Division-Wise student list/Batch formation	Student Section	Registrar	
C		New Faculty Joining	Admin	Registrar	
D	04-07-2023	Department wise requirement (Equipment, Consumables if any)	All	HOD/Store in charge	New Semester Requirement
		Department-wise Academic Calendar	Admin	APC	New Semester Requirement
E	01-07-2023 to 05-07-2023	Interviews for New Faculty/Staff/Lab Asst. Recruitment	Admin	HODs	New Semester Requirement
F	01-07-2023 to 07-07-2023	Completion of Preventive/Breakdown Maintenance, Calibration, Installation of Software etc.	Admin	Registrar, HODs	New Semester Requirement
H	05-07-2023	Checking ERP Readiness	Admin	Maintenance Engineering System Staff, Technical/Lab Assts.	New Semester Requirement
J	07-07-2023	Display of Timetable	Admin	Principal/Dean Academic/ ERP coordinator	HODs should notify to authorities, in time and monitor the progress
K	07-07-2023	Submission and display of teaching plans/Display of Assignments, Experiment List in ERP	All	HOD/APCs Time Table In-charge	On Website Also Class, Lab & master Time table
			All	All Faculties, Lab in Charges, Jr Programmer	HODs would verify and see their display on the ERP/website/Noticeboard



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Commencement of Term (Semester V and VII) 10-07-2023					
Wee k-1	10-07-2023	1. HOD's Address to students-Information about department facilities and policies 2. Orientation for TE/BE 3. Undertaking from Students to be taken 4. INSTRUCTIONAL DAY	All depts.	HOD/ APC	Undertaking for Attendance
	11-07-2023 to 14-07-2023	INSTRUCTIONAL DAYS	All depts	All Staff	
Commencement of Term (Semester III) 17-07-2023					
Wee k-2	17-07-2023 to 21-07-2023	INSTRUCTIONAL DAY			
		Mentor Meeting-1 Mentor list is to be prepared and circulated. The report of Mentor meetings needs to be kept ready.	All depts. All depts.	All Staff All Staff	
Wee k-3	24-07-2023 to 28-07-2023	INSTRUCTIONAL DAYS	All depts.	All Staff	
	29-07-2023	MUHARRAM	All depts.	All Staff	
Wee k-4	31-07-2023 to 04-08-2023	INSTRUCTIONAL DAYS	All depts.	All Staff	
	01-08-2023	Defaulter's List-1(Period 10/07/2023 to 31/07/2023)	All depts.	All Staff	
Wee k-5	07-08-2023 to 11-08-2023	INSTRUCTIONAL DAYS	All depts.	All Staff	
Wee k-6	14-08-2023	Instructional Day	All depts.	All Staff	
	15-08-2023	INDEPENDENCE DAY	All dept.	All Staff	
	16-08-2023	PARSI NEW YEAR	All dept.	All Staff	
	17-08-2023 to 18-08-2023	INSTRUCTIONAL DAYS	All dept.	All Staff	
	17-08-2023 to 19-08-2023	Mentor Meeting-2	All depts.	All Staff	
Wee k-7	21-08-2023 to	INSTRUCTIONAL DAYS (SE/TE/BE)	All dept.	All Staff/APCs/HODs	



	25-08-2023	C.R Nomination/Election	All depts.	All Staff	
		Submission of Internal Assessment Test Paper-1 SE/TE/BE	All dept.	All Staff	
		PROJECT REVIEW 1	All depts	Project coordinators / Project guides /APCs/HODs	
	25-08-2023	Students Council Formation	All depts. Higher Education Cell	All Staff, I/C Higher education cell	
Wee k-8	28-08-2023 to 29-08-2023	Instructional Days	All depts.	All Staff, Exam Incharges	
	30-08-2023 to 01-09-2023	Internal Assessment Test 1 (SE, TE and BE) (IAT 1)	All depts.	All Staff, Exam Incharges	
	01-09-2023	Defaulter's List-2(Period 10/07/2023 to 31/08/2023)	All depts.	All Staff/APCs/HOD	
Wee k-9	04-09-2023 to 06-09-2023, 08-09-2023	INSTRUCTIONAL DAYS (SE/TE/BE)	All depts.	All Staff/APCs/IV coordinator/HODs	
	04-09-2023	Result declaration of IAT-1 SE/TE/BE	All depts.	All Staff/APCs/HODs	
	05-03-2023	TEACHER'S DAY	All depts.	All Staff	
	07-09-2023	GOPALKALA - DAHIHANDI	All depts.	All Staff	
	05-09-2023 to 08-09-2023 and 11-09-2023	Remedial Classes	All depts.	All Staff	
		Infrastructure Feedback	Institute	Dean, IQAC	
Wee k-10	11-09-2023 to 15-09-2023	INSTRUCTIONAL DAYS	All depts.	All Staff/APCs/HODs	
	15-09-2023	ENGINEER'S DAY	All depts.	All Staff	
Wee k-11	18-09-2023	INSTRUCTIONAL DAY	All depts.	All Staff/APCs/HODs	
	19-09-2023 to 23-09-2023	GANESH CHATURTHI MID SEM BREAK	All depts.	All Staff	
Wee k-12	25-09-2023 to 27-09-2023, 29-09-2023	INSTRUCTIONAL DAYS Industrial Visits	All depts.	All Staff/APCs/HODs	



		Orientation on Institute level and program specific Elective subjects TE and BE for sem VI and VIII	All depts.	APCs/HODs	
Wee k-13	28-09-2023	ANANT CHATURDASHI & ID-E-MILAD	All depts.	All Staff	
	02-10-2023	MAHATMA GANDHI JAYANTI	All depts.	All Staff	
	03-10-2023 to 06-10-2023	INSTRUCTIONAL DAYS	All depts.	All Staff/APCs/HODs	Review of the progress of project
		Mentor Meeting-3			
	03-10-2023	Defaulters list-3 (Period 10/07/2023 to 30/09/2023)	All depts.	All Staff/APCs/HODs	
03-10-2023 to 07-10-2023	FEEDBACK ON ACADEMIC PERFORMANCE	ALL dept./HOD's/Class Advisors	Online Feedback		
Wee k-14	09-10-2023 to 13-10-2023	INSTRUCTIONAL DAYS (SE/TE/BE)	All depts.	All Staff/APCs/HODs	
		Finalization of Institute level and program specific Elective subjects TE and BE for sem VI and VIII			
		PROJECT REVIEW 2			
Wee k-15	16-10-2023 to 19-10-2023	INSTRUCTIONAL DAYS (SE/TE/BE)			
		Course End Survey			
	20-10-2023	Internal Assessment Test (IAT) – 2 SE/TE/BE	All depts.	All Staff/APCs/HODs	
Wee k 16	23-10-2023, 25-10-2023	Internal Assessment Test (IAT) – 2 SE/TE/BE	All depts.	All Staff/APCs/HODs	
		DASARA	All depts.	All Staff	
	26-10-2023 to 27-10-2023	INSTRUCTIONAL DAYS (SE/TE/BE)	All depts.	All Staff/APCs/HODs	
Term work submission		All depts.	All Staff/APCs/HODs		
Semester Ends (TE/BE) - 27-10-2023					
	28-10-2023 to 09-11-2023	Conducting Oral/Practical Examination TE, BE	All depts.	All HOD's	
	30-10-2023 to 03-11-2023	INSTRUCTIONAL DAYS (SE)	All depts.	All Staff/APCs/HODs	
	02-11-2023 to 03-11-2023	Term work submission (SE)	All depts.	All Staff/APCs/HODs	
Semester Ends (SE) - 03-11-2023					



04-11-2023 to 11-11-2023	Conducting Oral/Practical Examination for SE	All depts.	All HOD's
12-11-2023	DIWALI LAXMI POOJAN	All depts.	All Staff
14-11-2023	DIWALI BALIPRATIPADA	All depts.	All Staff
15-11-2023	BHAUBEEJ	All depts.	All Staff
	Audit by Internal Quality Assurance Cell (IQAC)	All depts.	All staff
22-11-2023 to 06-12-2023	Commencement of Theory Exam SE, TE and BE Sem III, Sem V and Sem VII	All depts.	Exam In charge/All staff
27-11-2023	GURU NANAK JAYANTI	All Dept.	All Staff
08-12-2023 to 20-12-2023	Commencement of Theory Exam SE, TE and BE Sem IV, sem VI and Sem VIII	All depts.	Exam In charge/All staff
08-01-2024	Commencement of New Term	All depts.	All staff


Dean Academics

Copy to

1. CEO, TPCT
2. Deans / All HOD's - for necessary actions
3. Section in-charges (TP/LIB./EXAM/Maintenance/Store/Registrar) – for necessary actions
4. Staff Circulation Copy
5. Office Copy
6. Notice Board
7. Web Copy

Summary: 1) Total Working Weeks: 17

2) Total Working Days: 64

3) Examination, Placement, Training, Workshop, FDP, R&D and III activities are mentioned however separate schedule can be maintained by respective heads.



PRINCIPAL
Principal
TERNA ENGINEERING COLLEGE
NERUL NAVI MUMBAI - 400 706

TERNA ENGINEERING COLLEGE, NERUL, NAVI MUMBAI

Date: 30/12/2023

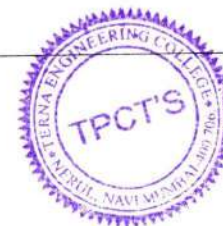
C. No: TEC-23-24 -71

ACADEMIC CALENDAR - First Half of 2024

Activity Plan for the year (UG II/IV/VI/VIII)

Sr. No.	Date	Activity	Dept.	Responsibility	Remarks
Pre-Commencement Activities					
A	04-12-2019 to 18-12-2019	Governing body Meeting	Admin	Principal, Management coordinator	
B	04-12-2023 - 11-12-2023	<ol style="list-style-type: none"> 1. Discussion and finalization on a value added course. 2. Review and Planning of activities of all professional bodies. 3. Planning of Soft skills and Technical Skill Trainings for Sem II, IV, VI and VIII Students 4. Planning of E Cell, Higher Education Cell Activities 5. Planning of Cultural and Sports activities 6. Planning of NSS, ICC/WDC activities 7. Review of all MoUs and collaborations and related activities 	All	Principal/Dean Academics/Dean IQAC/HODs/ TPO/ Professional society chapter coordinators/ Cultural and Sport Incharges/ Higher Education Cell Incharge/ E-cell incharge/ICC/WDC Incharge	The next semester activity plans and previous semester activity reports are to be presented.
C	18-12-2023 to 30-12-2023	Placement Review, discussion and actionable	All	All HODs /TPO / Training coordinator	
		Completion of Preventive / Breakdown Maintenance, Calibration, Installation of software etc.	Admin	Maintenance Engineer System Staff, Technical, Lab assts	Lab incharges should be in touch with system staff. HOD need to verify and submit completion report to principal

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D	01-01-2024	First draft of Time table	All dept	Time table In-charge, Time table committee members, HODs, APCs	
I	01-01-2024 to 05-01-2024	Staff Trainings: FDP/Orientation Program	All depts	Faculty Development Committee/HODs/R&D Committee member	Report need to be prepared and submitted within 15 days from the activity
J	01-01-2024	Display of Time Table	All	Time Table committee Incharge/HODs/APCs	On website also [Class, Lab., Master Time Table]
K	01-01-2024	Display of Divisions/Roll No/ Batches	FE/SE/TE/BE in all depts..	Registrar	The duly signed student list to be forwarded to depts.
L	01-01-2024	New faculty Joining	Admin	Registrar/HR section/office	
M	03-01-2024	Display of teaching plan in ERP	All	All faculties/APCs/HODs	

Commencement of term – 08-01-2024

Wee k-1	08-01-2024	1. HOD's Address to students-Information about department facilities and policies 2. Undertaking from Students related to attendance is to be taken	All depts.	HOD/ APCs/ CAs	Undertaking for Attendance from students has to be collected
	08-01-2024 to 12-01-2024	INSTRUCTIONAL DAYS	All depts	All Staff	
	12-01-2024	Aptitude & Soft Skill Training - Offline Mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	2:00 pm to 6:00 pm
		R&D Team meeting/ R&D activity/Review of Research activities	All depts	Dean, R&D, R&D committee, HODs	Review of the consultancy projects and research progress
		National Youth Day	All Depts		
13-01-2024	Aptitude & Soft Skill Training - Offline Mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	10:00 am to 6:00 pm	
	14-01-2024	Placement Activity - MOCK TEST 01 - Offline Mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	
Wee k-2	15-01-2024 to 19-01-2024	INSTRUCTIONAL DAYS	All depts.	All Staff	
		Department Mentor Meeting-1	All depts.	All staff	The report of meetings needs to be kept ready.

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		Project Review 1	All BE	Project Coordinators / Guides/	Evaluate UG Project through the Internal Panel
	16-01-2024	National Startup Day	All depts.		
	19-01-2024	Aptitude & Soft Skill Training - Offline Mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	2:00 pm to 6:00 pm
		Workshop on "Entrepreneurship and Innovation" as Career Opportunity	All depts.	IIC/E Cell	
		Women's Self-Defense and Fitness workshop	All depts	ICC/WDC	
	20-01-2024	Aptitude & Soft Skill Training - Offline Mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	10:00 am to 6:00 pm
	21-01-2024	Placement Activity - MOCK TEST 02 - Offline Mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	
Wee k-3	22-01-2024 to 25-01-2024	INSTRUCTIONAL DAYS	All depts.	All Staff	
		Audit by Internal Quality Assurance Cell (IQAC)	All depts.	Dean, IQAC, HODs, Members, IQAC, All staff	
	25-01-2024	My Story - Motivational Session by Successful Entrepreneur/Start-up founder	All depts.	IIC/E Cell	
		Awareness session on personal hygiene	FE Girls	ICC/WDC	
		Haldi Kumkum	All depts.	ICC/WDC	
26-01-2024	Republic Day				
Wee k-4	29-01-2024 to 02-02-2024	INSTRUCTIONAL DAYS	All depts.	All Staff	
	01-02-2024	Defaulter's List-1 (Period 08/01/2024 to 31/01/2024)	All depts.	HODs/APCs/Class Advisors	
	02-02-2024	Aptitude & Soft Skill Training - Offline Mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	2:00 pm to 6:00 pm
		Session on Problem Solving and Ideation Workshop	All dept	IIC/E Cell	
		Seminar on healthcare	All dept	ICC/WDC	
03-02-2024	Aptitude & Soft Skill Training - Offline Mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	10:00 am to 6:00 pm	

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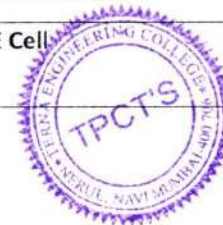
	04-02-2024	Placement Activity - MOCK TEST 03 - Offline Mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	
Wee k-5	05-02-2024 to 09-02-2024	INSTRUCTIONAL DAYS	All depts.	All Staff	
		Stakeholders' Feedback - 1	All departments	ERP coordinator / HODs / APCs/CAs	
	09-02-2024	Aptitude & Soft Skill Training - Offline Mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	2:00 pm to 6:00 pm
		Inter/Intra Institutional Idea Competition/ Challenge/Hackathon and Reward Best Ideas.	All dept	IIC/E Cell	
		Health Check-up camp for All	All depts.	ICC/WDC	
	10-02-2024	Aptitude & Soft Skill Training - Offline Mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	10:00 am to 6:00 pm
11-02-2024	Placement Activity - MOCK TEST 04 - Offline Mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators		
Wee k-6	12-02-2024 to 16-02-2024	INSTRUCTIONAL DAYS	All dept.	All Staff	
		Department Mentor Meeting-2	All depts.	All staff	The report of meetings needs to be kept ready.
	14-02-2024	Submission of IAT – I paper	All dept.	All Staff	
	16-02-2024	Aptitude & Soft Skill Training - Offline Mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	2:00 pm to 6:00 pm
		R&D Team meeting/ R&D activity/Review of Research activities	All depts	Dean, R&D, R&D committee, HODs	
		Health Check-up camp for All	All dept	ICC/WDC	
		Workshop on Design Thinking, Critical thinking and Innovation Design	All dept	IIC/E Cell	
	17-02-2024	Aptitude & Soft Skill Training - Offline Mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	10:00 am to 6:00 pm
	18-02-2024	Placement Activity - MOCK TEST 05 - Offline mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	
Wee k-7	19-02-2024	Chhatrapati Shivaji Maharaj Jayanti			
	20-02-2024 to 22-02-2024	Internal Assessment Test 1 (IAT 1)	All dept	All Staff/APCs/HODs	Aptitude & Soft Skill Training - Online Mode

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	20-02-2024 to 23-02-2024	Sports team formation – Department level	All depts.	Sports/TPL Coordinator and Team	Monday to Thursday - 7:00 pm to 9:00 pm	
	23-02-2024	INSTRUCTIONAL DAY Expert talk on Process of Innovation Development, Technology Readiness Level (TRL); Commercialization of Lab Technologies & Tech-Transfer	All dept All dept	All Staff IIC/E Cell		Friday - 2:00 pm to 6:00 pm
	24-02-2024	Aptitude & Soft Skill Training - Online Mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	10:00 am to 3:00 pm	
	25-02-2024	Placement Activity - MOCK TEST 06 - Offline mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators		
Week-8	26-02-2024 to 01-03-2024	INSTRUCTIONAL DAYS Industrial Visit	All depts. All dept	All Staff/APCs/HODs IV Coordinator/ HODs	Aptitude & Soft Skill Training - Online Mode Monday to Thursday - 7:00 pm to 9:00 pm	
	26-02-2024	Result declaration of IAT-1	All depts.	All Staff/APCs/HODs	Friday - 2:00 pm to 6:00 pm	
	27-02-2024 to 01-03-2024	Remedial Classes	All depts.	All Staff/APCs/HODs		
	01-03-2024	Defaulter's List-1 (Period 08/01/2024 to 29/02/2024) Parent Teacher Interaction Meeting	All depts. All depts.	HODs/APCs/Class Advisors All Staff/ Class Advisors/APCs/HODs		
	02-03-2024	Aptitude & Soft Skill Training - Online Mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	10:00 am to 3:00 pm	
	03-03-2024	Placement Activity - MOCK TEST 07 - Offline mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators		
	Week-8 & 9	01-03-2024 - 04-03-2024	SPORTEC	All	Sports In charge	Separate program schedule needs to be prepared
		05-03-2024 - 06-03-2024	AVALON - Technical Festival	All	Technical program in charge & Students Council	Separate program schedule needs to be prepared
		Session on Achieving Problem-Solution Fit and Product-Market Fit	All	IIC/E Cell		

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	06-03-2024, 07-03-2024, 09-03-2024	RESONANCE - Cultural festival	All	Cultural Festival In-charge & Students Council	Separate program schedule needs to be prepared
		Poster Making, Drawing competition, slogan making, mehendi competition etc	All	ICC/WDC	
	04-03-2024 - 09-03-2024	Technical Training - Online Mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	Monday to Thursday - 7:00 pm to 9:00 pm Friday - 2:00 pm to 6:00 pm Saturday - 10:00 am to 3:00 pm
	10-03-2024	Placement Activity - MOCK TEST 08 - Offline mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	
	08-03-2024	MAHASHIVRATRI			
Wee k-10	11-03-2024 - 15-03-2024	Instructional Days	All depts.		
		Industrial Visit	All dept	IV coordinator/ HODs	
		Visit to Pre-incubation units such as Idea Lab, Fab lab, Makers Space, Design Centers, City MSME clusters, workshops etc	All	IIC/E Cell	
	11-03-2024 - 16-03-2024	Technical Training - Online Mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	Monday to Thursday - 7:00 pm to 9:00 pm Friday - 2:00 pm to 6:00 pm Saturday - 10:00 am to 3:00 pm
	11-03-2024	Women's day Celebration	All depts	ICC/WDC	
	15-03-2024	R&D Team meeting/ R&D activity/Review of Research activities	All depts	Dean, R&D, R&D committee, HODs	
	17-03-2024	Placement Activity - MOCK TEST 09 - Offline mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	
Wee k- 11	18-03-2024 to 22-03-2024	Instructional Days	All depts.	All staff	

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		PROJECT REVIEW 2	All depts..	Department Project Coordinators , All Staff, APCs, HODs	
	22-03-2024	Session/ Workshop on Business Model Canvas (BMC)	All	IIC/E Cell	
	18-03-2024 - 23-03-2024	Technical Training - Online Mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	Monday to Thursday - 7:00 pm to 9:00 pm Friday - 2:00 pm to 6:00 pm Saturday - 10:00 am to 3:00 pm
	23-03-2024	Visit to Incubation Unit/Patent Facilitation Centre/Technology Transfer Centre such as Atal Incubation Centre etc.	All	IIC/E Cell	
	24-03-2024	Placement Activity - MOCK TEST 10 - Offline mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	
Wee k-12	25-03-2024	HOLI			
	26-03-2024 to 28-03-2024	INSTRUCTIONAL DAYs Department Mentor Meeting-3	All depts. All depts.	All Staff,APCs, HODs All staff	The report of meetings needs to be kept ready.
	25-03-2024 - 30-03-2024	Technical Training - Online Mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	Monday to Thursday - 7:00 pm to 9:00 pm Friday - 2:00 pm to 6:00 pm Saturday - 10:00 am to 3:00 pm
	29-03-2024	GOOD FRIDAY			
Wee k-13	01-04-2024 To 05-04-2024	INSTRUCTIONAL DAYs Stakeholders' Feedback - 2	All depts. All departments	All Staff/APCs/HODs ERP coordinator, HODs, APCs, Class Advisors	
	1-04-2024	Defaulters list-3 (Period 08/01/2024 to 31/03/2024)	All depts.	Class advisors, HODs, Dean Academics	
		Choice of Institute level and program specific Elective subjects TE and BE for sem V and VII	All depts.	Class advisors, HODs, Dean Academics	
		Manpower requirement for next semester	All depts.	HODs,HR	

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	01-04-2024 - 06-04-2024	Technical Training - Online Mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	Monday to Thursday - 7:00 pm to 9:00 pm Friday - 2:00 pm to 6:00 pm Saturday - 10:00 am to 3:00 pm
	05-04-2024	Workshop on Intellectual Property Rights (IPRs) and IP management for start up	All	IIC/E Cell	
Week-14	08-04-2024, 10-04-2024	INSTRUCTIONAL DAYS	All depts.	All Staff, APCs, HODs	
		Submission of IAT – II paper	All dept.	All Staff	
	09-04-2024	Gudhi Padawa			
	11-04-2024	Ramazan Id			
	12-04-2024	Internal Assessment Test II	All depts.	All Staff, APCs, HODs	
		Submission of load distribution of SH2024	All depts.	HODs	
	14-04-2024	Dr Babasaheb Ambedkar Jayanti			
Week-15	15-04-2024 and 16-04-2024	Internal Assessment Test II	All depts.	All Staff, APCs, HODs	
	17-04-2024	RAMNAVAMI			
	18-04-2024	Display of Final defaulter list (Period 08/01/2024 to 18/04/2024)	All depts	Class advisors/HODs/Dean Academics	
		Result declaration of IAT - II	All depts	All Staff/APCs/HODs	
	18-04-2024 and 19-04-2024	Final Certification and Submission of Term Work Display of viva schedule	All depts.	All Staff, APCs, HODs	
		Course End Survey, Graduate Exit Survey	All depts.	All HOD's, APCs, Class Advisors	
		Submission of Project Reports and certification	All depts.	EPIC Coordinator, All Staff, APCs, HODs	
		Finalization of Institute level and program specific Elective subjects TE and BE for sem VI and VIII	All depts.	Class Advisors, HODs, Dean Academics	
End of the Term - 19-04-2024					
	21-04-2024	World Creativity and Innovation Day	All	IIC/E Cell	
	26-04-2024	World Intellectual Property Day	All	IIC/E Cell	
	24-04-2024 to 07-05-2024	Conduction of Oral/Practical exam (FE/SE/TE/BE)	All Dept.	All Staff/APCs/HODs	

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	01-05-2024	Maharashtra Din			
	01-05-2024 – 31-05-2024	Academic Advisory committee Meeting	HOD's	HOD's	PO/PSO attainment of 2022-23 is to be presented and discussed in meeting
	13-05-2024 to 24-05-2024	Theory Exam for FE, SE, TE and BE (Sem II,IV, VI and VIII) and ME sem II	All Dept.	Exam controller	As per University schedule
	13-05-2024 to 24-05-2024	IQAC End Semester Audit	All Dept	Dean IQAC	
	27-05-2024 to 07-06-2024	Theory Exam for SE, TE and BE (Sem I, III, V and VII) and FE sem I ATKT	All Dept.	Exam controller/CC/SS/US	As per University schedule
	13-05-2024	Commencement of CAP	All Dept.	Cap Incharge	As per University schedule
	10-06-2024 to 10-07-2024	Summer Training Program – All students	All depts	Training Coordinator, TPO, HODs	


Dean Academics

Copy to

1. CEO, TPCT
2. Deans / All HOD's - for necessary actions
3. Section in-charges (TP/LIB./EXAM/Maintenance/Store/Registrar) – for necessary actions
4. Staff Circulation Copy
5. Office Copy
6. Notice Board
7. Web Copy

Summary: 1) Total Working Weeks: 15

2) Total Working Days: 67

3) Examination, Placement, Training, Workshop, FDP, R&D and Ill activities are mentioned however separate schedules can be maintained by respective heads.

4) Expected instructional days: 62

09/09




11/01

Principal

PRINCIPAL

TERNA ENGINEERING COLLEGE
NERUL NAVI MUMBAI - 400 706.