TERNA ENGINEERING COLLEGE, NERUL, NAVI MUMBAI

ACADEMIC CALENDAR - First Half of 2024

Activity Plan for the year (UG II/IV)

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	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

D	01-01-2024	First draft of Time table	All depts	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

Week-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	
Week-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.

		Project Review 1	All BE	Project Coordinators / Guides/	Evaluate UG Project through the Internal Panel
	16-01-2024	National Startup Day	All depts.		
	18-01-2024	Expert Talk - I	Dept.	HOD	
	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	
Week-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	
	24-01-2024	Field Visit - I	Dept.	Class Advisor	
	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			
Week-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
	04-02-2024	Placement Activity - MOCK TEST 03 - Offline Mode	Sem VI - All depts	TPO, Training Coordinator, Department T&P Coordinators	
Week-5	05-02-2024 to 09-02-2024	INSTRUCTIONAL DAYs	All depts.	All Staff	
		Stakeholders' Feedback - 1	All departments	ERP coordinator / HODs / APCs/CAs	
	08-02-2024	Expert Talk – II	Dept.	HOD	
	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	
Week-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	
Week-7	19-02-2024	**Chhatrapati Shivaji Maharaj Jayanti**			**Aptitude & Soft Skill Training - Online Mode** **Monday to Thursday - 7:00 pm to 9:00 pm** **Friday - 2:00 pm to 6:00 pm**
	20-02-2024 to 22-02-2024	Internal Assessment Test 1 (IAT 1)	All dept.	All Staff/APCs/HODs	
	20-02-2024 to 23-02-2024	Sports team formation – Department level	All depts.	Sports/TPL Coordinator and Team	
	23-02-2024	INSTRUCTIONAL DAY	All dept.	All Staff	
		Expert talk on Process of Innovation Development, Technology Readiness Level (TRL); Commercialization of Lab Technologies & Tech-Transfer	All dept	IIC/E Cell	
	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	All depts.	All Staff/APCs/HODs	**Aptitude & Soft Skill Training - Online Mode** **Monday to Thursday - 7:00 pm to 9:00 pm** **Friday - 2:00 pm to 6:00 pm**
		Industrial Visit	All dept	IV Coordinator/ HODs	
	26-02-2024	Result declaration of IAT-1	All depts.	All Staff/APCs/HODs	
	27-02-2024 to 01-03-2024	Remedial Classes	All depts.	All Staff/APCs/HODs	
	29-02-2024	Field Visit – II	Dept.	Class Advisor	
	01-03-2024	Defaulter's List-2 (Period 08/01/2024 to 29/02/2024)	All depts.	HODs/APCs/Class Advisors	
		Parent Teacher Interaction Meeting	All depts.	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	

Wee k-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	
	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	
	14-03-2024	Field Visit – III	Dept.	Class Advisor	
	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	
Week-11	18-03-2024 to 22-03-2024	Instructional Days	All depts.	All staff	
		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	
Week-12	25-03-2024	HOLI			
	26-03-2024 to 28-03-2024	INSTRUCTIONAL DAYs	All depts.	All Staff,APCs, HODs	
		Department Mentor Meeting-3	All depts.	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
	28-03-2024	Expert Talk – III	Dept.	HOD	

	29-03-2024	GOOD FRIDAY			
Week-13	01-04-2024 To 05-04-2024	INSTRUCTIONAL DAYs	All depts.	All Staff/APCs/HODs	
		Stakeholders' Feedback - 2	All departments	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	
	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	
	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   **Principal**

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 III activities are mentioned however separate schedules can be maintained by respective heads.

4) Expected instructional days: 62