

**TERNA ENGINEERING COLLEGE, NERUL, NAVI MUMBAI**

Date: 26/12/2022

C. No: TEC-22-23

**Electronics Engineering Department  
ACADEMIC CALENDAR - First Half of 2023  
Activity Plan for the year (UG IV/VI/VIII)**

Sr. No.	Date	Activity	Dept.	Responsibility	Remarks
<b>Pre-Commencement Activities</b>					
A	26-12-2022 to 30-12-2022	Placement Review, discussion and actionable	All	All HODs /TPO / Placement coordinator/	
		Completion of Preventive / Breakdown Maintenance, Calibration, Installation of software etc.	Admin	Maintenance Engineer System Staff, Technical, Lab assts	Lab in charges should be in touch with system staff. HOD need to verify and submit completion report to principal
B	26-12-2022 to 30-12-2022	1. Review and Planning of activities of all professional bodies 2. Formation of academic council 3. Review and modification of Anti-Ragging Committee 4. Review and planning of NSS, WDC activities	All	Principal/ HODs/ Professional society coordinator	The next semester activity plans and previous semester activity reports are to be presented.
C	26-12-2022 to 06-01-2023	Governing body Meeting	Admin	Principal, Management coordinator	
D	01-01-2023	New faculty Joining	Admin	Registrar/HR section/office	
E	05-01-2023	Academic Affairs Committee Meeting	All dept	Dean, Academic Affairs	

	Display of Time table		All dept	Department Time table In-charge, HODs, PACs	
F G	06-01-2023	Completion of			
		a. Finalization of Student list b. Updation of ERP c. Mentor-Mentee Details d. Display of teaching plan	Admin	Management coordinator, Store I/C , Registrar	HODs should notify to authorities, in time and monitor the Progress
Commencement of term – 09-01-2023					
Week-1	09-01-2023	1. HOD's Address to students 2. Undertaking from Students to be taken 3. Instructional Day	ELX Dept.	HOD/ PAC/ CAs	Undertaking for Attendance from students has to be collected
	09-01-2023 to 13-01-2023	INSTRUCTIONAL DAYS	ELX Dept	All Staff	
	13-01-2023	R&D Team meeting/ R&D activity/Review of Research Incubation Program activities	All Depts.	Dean, R&D, R&D committee, HODs	
Week-2	16-01-2023 to 20-01-2023	INSTRUCTIONAL DAYS	ELX Dept	All Staff	
	20-01-2023	Mentor Meeting-1	ELX Dept	All staff	The report of meetings needs to be kept ready.
	16-01-2023 to 20-01-2023	On respective project Day – Seminar/workshop on Report writing and presentation preparation of Project	ELX Dept	EPIC Mentors, Institute EPIC coordinator	
Week-3	23-01-2023 to 25-01-2023 and 27-01-2023	INSTRUCTIONAL DAYS	ELX Dept	All Staff	
	23-01-2023	BE Project Review 1	ELX Dept	Project Coordinators / Guides/ PACs	Evaluate UG Project through the Internal Panel
	26-01-2023	Republic Day			
Week-4	30-01-2023 to 03-02-2023	INSTRUCTIONAL DAYS	ELX Dept	All Staff	

	01-02-2023	Defaulter's List-1 (Period 09-01-2023 to 31-01-2023)	ELX Dept	HODs/PACs/Class Advisors	
	04-02-2023	Dept. Internal Audit	ELX Dept.	HOD/APC/ All Staff	
Week-5	06-02-2023 to 10-02-2023	INSTRUCTIONAL DAYS	ELX Dept	All Staff, I/C Higher education cell	
		IQAC Internal Audit	ELX Dept	IQAC Dean, IQAC coordinators	
		Online Feedback – 1	ELX Dept	ERP coordinator/HODs/PACs/CAs	
	08-02-2023	Monthly review meeting of academic activities	ELX Dept	Principal, Dean Academics, Dean IQAC, HODs	
	10-02-2023	R&D Team meeting/ R&D activity/Review of Research Incubation Program activities	All Depts.	Dean, R&D, R&D committee, HODs	Review of the consultancy projects and research progress
	10-02-2023	Display of IAT-I Timetable	ELX Dept.	Department Exam Coordinator	
Week-6	13-02-2023 to 17-02-2023	INSTRUCTIONAL DAYS	ELX Dept	All Staff	
		Mentor Meeting-2	ELX Dept	All staff	The report of meetings needs to be kept ready.
		Sports team formation – Department level	ELX Dept	Sports/TPL Coordinator and Team	
	15-02-2023	Submission of IAT -1 Paper	ELX Dept	All Staff/PACs/HODs/ Department Exam Coordinator	
	17-02-2023	Infrastructure Feedback	ELX Dept	All Staff	
	18-02-2023	Mahashivratri			
	19-02-2023	Chhatrapati Shivaji Maharaj Jayanti			
Week-7	20-02-2023 to 21-02-2023	INSTRUCTIONAL DAYS	ELX Dept	All Staff	
		Internal Assessment Test – I (IAT 1)	ELX Dept	All Staff, PACs, HODs	
	22-02-2023 to 24-02-2023				
Week-8	27-02-2023 to 03-03-2023	INSTRUCTIONAL DAY	ELX Dept	All Staff	
		National Science Day-28th February	All Depts.	Technical program in charge & Students Council	Separate program schedule needs to be prepared

		Expert Lecture For SE/TE/BE Students	ELX Dept	All Staff/CAs	
		BE PROJECT REVIEW 2	ELX Dept	Project Coordinators / Guides/ PACs	Evaluate UG Project through the Internal Panel
	01-03-2023	Defaulter's List-2 (Period 09-01-2023 to 28-02-2023)	ELX Dept	HODs/PACs/Class Advisors	
	27-02-2023 to 10-03-2023	Remedial Classes	ELX Dept	All Staff	
Week-9	06-03-2023, 08-03-2023, 09-03-2023 and 10-03-2023	Instructional Days	ELX Dept	All Staff	
		Initiation of Project Finalization Process for SEM VI	ELX Dept	EPIC Mentor, Department EPIC Coordinators	
	07-03-2023	HOLI			
	08-03-2023	International Women's Day	All Depts.	Women development Cell	
	10-03-2023	R&D Team meeting/ R&D activity/Review of Research activities	All Depts.	Dean, R&D, R&D committee, HODs	Review of research progress
		Parent Teacher Interaction meeting	ELX Dept	All Staff/CAs/PACs/HODs	
Week - 10	13-03-2023 to 17-03-2023	Instructional Days	ELX Dept	All Staff	
	13-03-2023 to 17-03-2023	Lecture Observation by Dept.	ELX Dept	HOD, APC, IQAC coordinator	
	17-03-2023 to 20-03-2023	SPORTEC			
Week- 11	20-03-2023 to 21-03-2023	AVALON - Technical Festival			
	23-03-2023 to 25-03-2023	RESONANCE- Cultural festival			
	22-03-2023	GUDI PADAWA			
Week- 12	27-03-2023 to 29-03-2023 and to 31-03-2023	Instructional Days	ELX Dept	All Staff, PACs, HODs	
		Final Project List for SEM VI	ELX Dept	EPIC Mentor, Institute EPIC coordinator, EPIC Department Coordinators	



		BE PROJECT REVIEW 3	ELX Dept	Institute EPIC coordinator, EPIC Department Coordinators , All Staff, PACs, HODs	
	to 30-03-2023	RAMNAVAMI			
Week-13	03-04-2023 and 05-04-2023 and 06-04-2023	INSTRUCTIONAL DAYS	ELX Dept	All Staff, PACs, HODs	
		Final Project List for SEM VI	ELX Dept	EPIC Mentor, Institute EPIC coordinator, EPIC Department Coordinators	
		Mentor Meeting-3	ELX Dept	All staff	The report of meetings needs to be kept ready.
		Expert Lecture For SE/TE/BE Students	ELX Dept	All Staff/CAs	
	06-04-2023	Display of IAT-II Timetable	ELX Dept.	Department Exam Coordinator	
	04-04-2023	MAHAVIR JAYANTI			
Week-14	07-04-2023	GOOD FRIDAY			
	10-04-2023 to 13-04-2023	INSTRUCTIONAL DAYS	ELX Dept	All Staff/PACs/HODs	
		Online Feedback – 2	ELX Dept	ERP coordinator, HODs, PACs, Class Advisors	
		All Project Completion Report (Sem VIII)	ELX Dept	All Department Coordinators & Reviewed by EPIC Mentors	
		Choice of Institute level and program specific Elective subjects TE and BE for sem V and VII	ELX Dept	Class advisors, HODs, Dean Academics	
	11-04-2023	Submission of IAT- 2 Paper	ELX Dept	All Staff/PACs/HODs/ Department Exam Coordinator	
				All HOD's, PACs, Class Advisors	
	12-04-2023 and 13-04-2023	Submission of Project Reports and certification	ELX Dept		
	13-04-2023	FAREWELL	ELX Dept		
Week-15	14-04-2023	Dr BABASAHEB AMBEDKAR JAYANTI	ELX Dept	All Staff/PACs/HODs/ Department Exam Coordinator	
	17-04-2023 to 19-04-2023	Internal Assessment Test II	ELX Dept	HODs/PACs/Class Advisors	
	21-04-2023	Final Defaulter's List (Period 09-01-2023 to 21-04-2023)			

20-04-2023 to 21-04-2023	Final Certification and Submission of Term Work	ELX Dept	HODs/PACs/Class Advisors/All staff	
	Display of viva schedule			
	Course End Survey, Graduate Exit Survey	ELX Dept	HODs/PACs/Class Advisors	
	Finalization of Institute level and program specific Elective subjects TE and BE for sem VI and VIII	ELX Dept	EPIC Coordinator, All Staff, PACs, HODs	
	Manpower requirement for next semester	ELX Dept	HODs,HR	
21-04-2023	Submission of load distribution of SH2023	ELX Dept	HODs	

### End of the Term - 22-04-2023 (Regular SE, TE and BE)

23-04-2023 to 29-04-2023	Conduction of Oral/Practical exam (SE)	All Depts.	All Staff/PACs/HODs	
24-04-2023 to 04-05-2023	Conduction of Oral/Practical exam (TE/BE)	All Depts.	All Staff/PACs/HODs	
	World Intellectual Property Day	All Depts.	Incharge IIC, HoDs, PACs, All staff	
01-05-2023	Maharashtra Din			
05-05-2023	Buddha Purnima			
11-05-2023	National Technology Day	All Depts.	Incharge IIC, HoDs, PACs, All staff	
10-05-2023 to 06-06-2023	Dept. Internal Audit	ELX Dept.	HOD/APC/ All Staff	
10-05-2023 to 06-06-2023	Audit by Internal Quality Assurance Cell (IQAC)	All Depts.	Dean, IQAC, HODs, All staff	
10-05-2023 to 23-05-2023	Theory Examination (SE- Sem IV)	All Depts.	All staff	
22-05-2023 to 03-06-2023	Theory Examination (SE - Sem III)	All Depts.	All staff	
08-05-2023 to 20-05-2023	Theory Examination (SE/TE/BE- Sem IV/VI/VIII)	All Depts.	All staff	
24-05-2023 to 06-06-2023	Theory Examination (SE/TE/BE- Sem III/V/VII)	All Depts.	All staff	
05-06-2023	World Environment Day	All Depts.	Incharge IIC, HoDs, PACs, All staff	

