

TERNA ENGINEERING COLLEGE, NERUL, NAVI MUMBAI

Department of Mechatronics Engineering

Date: 6/01/2023

ACADEMIC CALENDAR - First Half of 2023

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

Sr. No.	Date	Activity	Dept.	Responsibility	Remarks
Pre-Commencement Activities					
A	01-01-2023	New faculty Joining	Admin	Registrar/HR section/office	
B	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	
C	06-01-2023	Completion of	Admin	Management coordinator, Store I/C, Registrar	HODs should notify to authorities, in time and monitor the Progress
D		a. Finalization of Student list b. Updation of ERP c. Mentor-Mentee Details d. Display of teaching plan			
Commencement of term – 09-01-2023					

Wee k-1	09-01-2023	1. HOD's Address to students 2. Undertaking from Students to be taken 3. Instructional Day	MTRX Dept.	HOD/ PACs/ CAs	Undertaking for Attendance from students has to be collected
	09-01-2023 to 13-01-2023	INSTRUCTIONAL DAYS	MTRX Dept	All Staff	
	13-01-2023	R&D Team meeting/ R&D activity/Review of Research Incubation Program activities	MTRX Dept	Dean, R&D, R&D committee, HODs	
Wee k-2	16-01-2023 to 20-01-2023	INSTRUCTIONAL DAYS	MTRX Dept.	All Staff	
	20-01-2023	Mentor Meeting-1	MTRX 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	All dept	EPIC Mentors, Institute EPIC coordinator	
Wee k-3	23-01-2023 to 25-01-2023 and 27-01-2023	INSTRUCTIONAL DAYS	MTRX Dept.	All Staff	
		BE Project Review 1	All BE	Project Coordinators / Guides/ PACs	Evaluate UG Project through the Internal Panel
	26-01-2023	Republic Day			
	27/01/2023	Mumbai University FOP R19 C Scheme Sem VIII Subject UAV Systems (Online)			
	30/01/2023	Mumbai University FOP R19 C Scheme SemVIII Subject and Lab Industrial Automation and Industry 4.0			
	30/01/2023	Mumbai University FOP R19 C Scheme Sem VIII Subject AI and Machine Learning			
	31/01/2023	Mumbai University FOP R19 C Scheme Sem VIII Subject Robotics and Machine Vision Subject and Laboratory			
	02/02/2023	Mumbai University FOP R19 C Scheme Sem VIII Subject Engineering Management and Economics			
	03/02/2023	Mumbai University FOP R19 C Scheme Sem VIII Subject Industrial IOT			
Wee k-4	30-01-2023 to 03-02-2023	INSTRUCTIONAL DAYS	MTRX Dept.	All Staff	
	01-02-2023	Defaulter's List-1 (Period 09-01-2023 to 31-01-2023)	MTRX Dept.	HODs/PACs/Class Advisors	

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

	27-02-2023 to 10-03-2023	Remedial Classes	MTRX Dept.	All Staff	
Week-9	06-03-2023, 08-03-2023, 09-03-2023 and 10-03-2023	Instructional Days	MTRX Dept.	All Staff	
		Initiation of Project Finalization Process for SEM VI	MTRX Dept	EPIC Mentor, Department EPIC Coordinators	
	07-03-2023	HOLI			
	08-03-2023	International Women's Day	MTRX Dept.	Women development Cell	
	10-03-2023	R&D Team meeting/ R&D activity/Review of Research activities	MTRX Dept	Dean, R&D, R&D committee, HODs	Review of research progress
		Parent Teacher Interaction meeting	All Dept	All Staff/CAs/PACs/HODs	
Week 10	13-03-2023 to 17-03-2023	Instructional Days	MTRX Dept.	All Staff	
Week 11	17-03-2023 to 20-03-2023	SPORTEC			
	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	MTRX Dept.	All Staff, PACs, HODs	
		Final Project List for SEM VI	MTRX Dept.	EPIC Mentor, Institute EPIC coordinator, EPIC Department Coordinators	
		BE PROJECT REVIEW 3	MTRX 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	MTRX Dept.	All Staff, PACs, HODs	
		Final Project List for SEM VI	MTRX Dept.	EPIC Mentor, Institute EPIC coordinator, EPIC Department Coordinators	

		Mentor Meeting-3	MTRX Dept.	All staff	The report of meetings needs to be kept ready.
	04-04-2023	MAHAVIR JAYANTI			
	07-04-2023	GOOD FRIDAY			
Wee k-14	10-04-2023 to 13- 04-2023	INSTRUCTIONAL DAYS	MTRX Dept.	All Staff/PACs/HODs	
		Online Feedback – 2	All departments	ERP coordinator, HODs, PACs, Class Advisors	
		All Project Completion Report (Sem VIII)	MTRX 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	MTRX Dept.	Class advisors, HODs, Dean Academics	
		Submission of IAT- 2 Paper	All dept.	All Staff/PACs/HODs	
		Submission of Project Reports and certification	MTRX Dept	All HOD's, PACs, Class Advisors	
		FAREWELL			
		14-04-2023	Dr BABASAHEB AMBEDKAR JAYANTI		
Wee k-15	17-04-2023 to 19- 04-2023	Internal Assessment Test II	MTRX Dept..	All Staff, PACs, HODs	
		21-04-2023	Final Defaulter's List (Period 09-01-2023 to 21-04-2023)	MTRX Dept.	HODs/PACs/Class Advisors
	20-04-2023 to 21- 04-2023	Final Certification and Submission of Term Work Display of viva schedule	MTRX Dept.	HODs/PACs/Class Advisors/All staff	
		Course End Survey, Graduate Exit Survey	MTRX Dept.	HODs/PACs/Class Advisors	
		Finalization of Institute level and program specific Elective subjects TE and BE for sem VI and VIII	MTRX Dept	EPIC Coordinator, All Staff, PACs, HODs	
		Manpower requirement for next semester	MTRX Dept.	HODs,HR	
	21-04-2023	Submission of load distribution of SH2023	MTRX 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 Dept.	All Staff/PACs/HODs	
	24-04-2023 to 04-	Conduction of Oral/Practical exam (TE/BE)	All Dept.	All Staff/PACs/HODs	

05-2023				
	World Intellectual Property Day	MTRX Dept	Incharge IIC, HoDs, PACs, All staff	
01-05-2023	Maharashtra Din			
05-05-2023	Buddha Purnima			
11-05-2023	National Technology Day	MTRX Dept	Incharge IIC, HoDs, PACs, All staff	
10-05-2023 to 06-06-2023	Audit by Internal Quality Assurance Cell (IQAC)	MTRX Dept	Dean, IQAC, HODs, All staff	
10-05-2023 to 23-05-2023	Theory Examination (SE- SemIV)	All Dept.	All staff	
22-05-2023 to 03-06-2023	Theory Examination (SE - Sem III)	All Dept.	All staff	
08-05-2023 to 20-05-2023	Theory Examination (SE/TE/BE- SemIV/VI/VIII)	All Dept.	All staff	
24-05-2023 to 06-06-2023	Theory Examination (SE/TE/BE- Sem III/V/VII)	All Dept.	All staff	
05-06-2023	World Environment Day	MTRX Dept	Incharge IIC, HoDs, PACs, All staff	
01-06-2023 to 30-06-2023	Academic Advisory committee Meeting	HOD's	HOD's	PO/PSO attainment of 2021-22 is to be presented and discussed in meeting
12-06-2023 to 30-06-2023	Summer Training Program – All students	MTRX Dept	Training Coordinator, TPO, III Coordinator, HODs	
28-06-2023	BAKRI ID	All dept.		
	EQUINOX- 8 th International Conference on Engineering Confluence 2023	MTRX Dept.	Equinox convener and coordinators	Separate program schedule needs to be prepared


Head Mechatronics Engineering


Dean Academics


Principal

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Summary: 1) Total Working Weeks: 15

2) Total Working Days: 68