



ZES 's ZEAL POLYTECHNIC, PUNE

ACADEMIC & ACTIVITY CALENDER –2021-22 (SEMESTER- II)



M/D	SUN	MON	TUE	WED	THU	FRI	SAT
JANUARY							1 Publication of Department wise Newsletter, Choice of Elective Subjects for VI Sem.
	2	3 Last Date for Course File Scanning (All courses of Odd Semester)	4	5	6	7	8
	9	10 Department Level NBA & ISO Internal Audit	11 Department Level NBA & ISO Internal Audit	12	13	14 Departmental Faculty Presentation Pertaining Review of Academic/ Admin/ Portfolios Activities carried out in odd Sem. & Plan for Even Sem.	15 Alumni Meet
	16	17 Submission of Students' Career Inclination Analysis Report & Planning for Certification/ Hands on Training etc	18	19	20	21	22 Departmental Presentation Pertaining Review of Activities carried out in odd Sem. & Plan for Even Sem.
	23	24 Submission of Department wise Plan for Sem-II (Industrial Visits, Workshops, Activities under Student Association/ Student Chapter, Clubs, Technical Events etc)	25 Department Level Stakeholders (Employers, Industry Expert) Meeting	26 Republic Day	27 Department wise State Level Faculty Development Program (Min 3 Days)	28 Submission of plan for faculties attending ATAL FDPs/ STTPs/ Industrial Training during semester and identification of Exhibitions/ Competitions for Students participation	29 Submission of Dead stock Verification Report & Initiation of Maintenance work, if any (Maintenance must be completed before 12 March)
	30	31 Submission of Department wise Social Activity Plan					
FEBRUARY			1 Analysis of Previous Semester & Action Plan for Next Semester	2 1-Meeting of Module & Course Coordinator 2- Meeting of GFM coordinator & GFM- Undertakings from Defaulter Students	3 Departmental Advisory Board (DAB) Meeting	4 1-Governing Body Meeting, 2- ICIU Meeting 3-Department Meeting (HoD & Dept. Faculties)-Analysis of Previous Semester & Action Plan for Next Semester	5 1-Meeting of Module & Course Coordinator, Update Notice Board & Website (Time-Table, GFM, Roll Call List etc.)
	6	7 NBA & ISO External Audit (7 – 8 Feb.)	8	9 Communicate commencement Date of Next semester to Students, Parents (Stakeholders) Through Circular and Website etc.	10 Meeting of GFM coordinator & GFM- Undertakings from Defaulter Students & late reported Students in Previous Semester	11 Course File Verification at Department Level	12 Parents Meeting with GFMs & HoD
	13	14 Commencement of Semester-II (Academic Activities)	15	16	17 Meeting of all Institute Level Cells/ Committees such as EDC, T & P Cell, Anti-Ragging Cell, Women's Grievance Cell etc. for Planning/ Awareness/ Activities	18 State Level Quiz & Poster Competition	19 Shiv Jayanti
	20	21	22	23	24	25	26 Submission of Report on Live Teaching Feedback & Corrective Actions
	27	28 Syllabus Completion Review- I, Student Feedback- I					
MARCH			1 Display Monthly Attendance, Defaulter Lists and Letter to Parents, Reports of Continuous Assessment (PR, Class Test, MCQ Test, Assignment)	2 Commencement of PBL-I	3	4 Result Analysis of MSBTE W-2021 Examination and Planning of Remedial Actions based on Results	5 Department wise One Day Workshop on Entrepreneurship Development, Professional Guidance and Career Advancement
	6	7 Submission of Budget for Financial Year 2022-23	8	9	10	11	12 GFM- Parent Meeting-I, Department wise Social Activity- I
	13	14 Syllabus Completion Review- II	15 Tentative Dates of MSBTE Exam form Filling (15 March- 24 March)	16	17	18 Project Review- I	19 Project Review- I
	20	21 Department wise Workshop/Hands on Sessions/ Certification Programs (21 March-25 March)	22	23	24	25	26 Department wise One Day Workshop on Soft Skill & Personality Development
	27	28 Syllabus Completion Review- III, Submission of Report on Live Teaching Feedback & Corrective Actions	29	30	31 Student Feedback- II		
APRIL						1 Display Monthly Attendance, Defaulter Lists & Letter to Parents, Reports of Continuous Assessment (PR, Class Test, MCQ Test, Assignment), Publication of Department Newsletter	2 AVISHKAR- 2022 (National Level Project Competition)
	3	4	5	6	7	8	9 PBL-I Prize Distribution
	10	11 Unit Test- 1 (11 – 13 April) on 50 % Syllabus Covering 35 Marks	12	13	14 Submission of Unit Test Result Analysis	15	16 GFM- Parent Meeting-II, Department wise Social Activity- II, Project Review- II
	17	18 Commencement of PBL-II	19	20	21	22	23 Annual Sports Day
	24 Annual Gathering	25 Syllabus Completion Review- IV, Student Feedback- III, Submission of Report on Live Teaching Feedback & Corrective Actions	26	27	28	29	30 Department wise One Day Workshop on Soft Skill & Personality Development
MAY	1	2 Display Monthly Attendance, Defaulter Lists & Letter to Parents, Reports of Continuous Assessment (PR, Class Test, MCQ Test, Assignment), Internal Academic Audit	3	4	5	6	7 Department wise One Day Workshop on Entrepreneurship Development, Professional Guidance and Career Advancement
	8	9 Syllabus Completion Review- V	10	11	12	13	14 PBL-II Prize Distribution
	15	16 External Academic Monitoring	17	18	19	20 Project Review- III (Mock Presentation & Reports)	21 GFM- Parent Meeting-III
	22	23 Student Feedback- IV	24	25	26 Unit Test- 2 (26 – 28 May) on Remaining 50 % Syllabus Covering 35 Marks	27	28 End of Semester-II (Academic Activities)
	29	30 Submission of Unit Test Result Analysis	31 Submission of Reports and presentation of Micro projects of all subjects				
JUNE				1 Publication of Department wise Magazine	2 Tentative MSBTE PR/OR Examination & Institute Level Prelim Examination (02 May- 10 May)	3 Course Exit Survey & Program Exit Survey	4 Submission of Awareness/ Activity Reports conducted by all cells at Institute Level (Against Planned in Meetings conducted on 17 Feb.)
	5	6	7	8	9	10 Faculty Performance Appraisal Review	11
	12	13	14	15 Tentative MSBTE Theory Examination (15 May- 05 June)	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

All Departments Should Complete 14 Industry Expert Lecture, 4 Guest lecture on Personality Development, 2 Guest lecture on Professional Guidance/ Career Advancement, 5 Industrial Visit, GFM-Student Meeting(Every Saturday), HoD-GFM Meeting (Twice in Month), 1 Faculty Development Program, 1 State/National/ International level Technical student Competition.