



ZES 's ZEAL POLYTECHNIC, PUNE. ACADEMIC & ACTIVITY CALENDER – 2024-25 (ODD-SEMESTER)



Doc. No.: ZEAL/POLY/ACAD/P-05/F-01

Rev. No.: 00

Rev. Date:01.09.2023

M/D	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
JULY		1	2	3	4	5	6 Departmental Advisory Board (DAB) Meeting, Department Meeting (HoD & Dept. Faculties)-Analysis of academic commencement & Action Plan for betterment
	7	8	9	10 Meeting of ICIU on result analysis, Meeting of Dept. Advisory Board, PAC on Result analysis on Dept. level	11 Meeting of institute level cells/ committees for Academic and Administrative plans for semester	12 ICIU Meeting Submission of Department Activity Calendar	13 GFM – Parents meeting for informing Semester-activities
	14	15 Commencement of First term for 2024-25 [Sem-3 and Sem-5]	16 PBL- Identification of project ideas, topics by individual subject teacher and its communication with students.	17	18	19	20
	21	22 PBL- Formation of project group and Allocation of project guide	23	24	25 Guest lecture on Personality Development- I	26 Review-1 on Course Enrollment and Registration for Examination -NPTEL Courses-Faculty & Student	27
	28	29 Unit wise Test -1 and Assignment 1 and 2 completion K-Scheme	30 PBL- Submission and Approval of budget (if Required) by project guide to project coordinator	31 Syllabus completion review - I			
AUGUST					1 Display Monthly Attendance, Defaulter Lists and Letter to Parents, Reports of Continuous Assessment (PR, Class Test, MCQ Test, Assignment)	2 Internal Academic Monitoring-I Submission of Syllabus completion review-I report	3 Industrial Visit- I ICIU Meeting
	4	5 Department level course file verification and submission of report to HOD by Department Academic Coordinator (As per Index of course file)	6 PBL- Project topic Finalization and displayed to students Mock Class Test I [SY and TY]	7	8	9 Review-2 on NPTEL Courses-Faculty & Student (4 week duration)	10 CPP - Project Review –I <small>Department level course file verification and submission of report to Institute Academic Coordinator and Principal. by HoD (As per Index of course file)</small>
	11	12 Commencement of First term for 2024-25 [Sem-1]	13 Student Feedback – I Verification of compliance of discrepancies in the course file to academic coordinator (Institute) and Principal	14 Students feedback-I analysis and corrective actions	15 Independence Day	16 Department wise One Day Workshop on Professional Guidance, Entrepreneurship Development and Career Advancement- I	17 Parent Teacher Meet –I Department level
	18	19 Unit wise Test -2 and Assignment 3 and 4 completion K-Scheme	20	21	22	23 Guest lecture on Personality Development- II	24 Mock Class Test I [SY and TY]
	25	26 ISO Audit – I Mock Class Test I [SY and TY]	27 Mock Class Test I [SY and TY] Internal Academic Monitoring-II	28 Class Test I [SY and TY]	29 Class Test I [SY and TY]	30 Class Test I [SY and TY]	31 Industrial Visit- II Verification of Continuous Assessment at Department Level
SEPTEMBER	1	2 Submission of Continuous Assessment report Result Analysis of Class test I [SY and TY]	3 Display Monthly Attendance, Defaulter Lists and Letter to Parents, Reports of Continuous Assessment (PR, Class Test, MCQ Test, Assignment)	4 Start of Filling Exam form with normal fees (4 to 17 September 2024)]	5 Teachers Day Celebration- Co-curricular activities	6	7 CPP - Project Review –II
	8	9 Unit wise Test -3 and Assignment 5 and 6 completion K-Scheme	10	11	12 Review-3 on NPTEL Courses-Faculty & Student (8 week course)	13 Guest lecture on Personality Development- III	14 Mock Class Test I [FY] Engineers Day Celebration –Technical Events
	15	16 Mock Class Test I [FY]	17 Last date of Filling Exam form with normal fees Mock Class Test I [FY]	18 Class Test I [FY] Last date of Institute confirmation with normal fees	19 Class Test I [FY] Start of Filling Exam form with late fees of Rs 200 All students (19 to 20 September 2024)	20 Class Test I [FY] Last date of filling Exam form with late fees of Rs 200	21 Last date of institute confirmation for Exam form with late fees of Rs 200 Result Analysis of Class test I [FY]
	22	23 Last date of Filling Exam form with late fees of Rs 1500 (22 to 23 September 2024)	24 Last date of institute confirmation for Exam form with late fees of Rs 1500	25 Unit wise Test -4 and Assignment 7 and 8 completion K-Scheme	26 ISO Audit - II	27 Verification of Continuous Assessment at Department Level	28 Submission of Continuous Assessment report Parent Teacher Meet –II Department level
	29	30 Syllabus completion review - II					
OCTOBER			1 Display Monthly Attendance, Defaulter Lists and Letter to Parents, Reports of Continuous Assessment (PR, Class Test, MCQ Test, Assignment)	2	3 PBL- Project Completion, Preparation of Project Report and PPT Presentation	4 CPP-Project Report Initial Draft & Correction	5 Syllabus completion
	6	7 Commencement of Result Improvement Program [RIP]	8 Unit wise Test -5 and Assignment 9 and 10 completion K-Scheme	9 CPP-Project Report Final draft Submission	10 PBL- Video Preparation and Submission	11	12 CPP- Project Evaluation and MOCK Presentation Mock Class Test II [SY and TY]
	13	14 PBL- Upload video on YouTube Channel of ZEAL INSTITUTE , Mock Class Test II [SY and TY]	15 Student Feedback – II Mock Class Test II [SY and TY]	16 Class Test II [SY and TY] Students feedback-I analysis and corrective actions	17 Class Test II [SY and TY]	18 Class Test II [SY and TY]	19 Guest lecture on Personality Development- IIV Result Analysis of Class test II [SY and TY]
	20	21 Preliminary Examination [SY and TY] Internal Academic Monitoring-III	22 Preliminary Examination [SY and TY]	23 Preliminary Examination [SY and TY]	24 Preliminary Examination [SY and TY] Unit wise Test -6, Assigt 11 and 12 complete I-Scheme	25 Term End for SY and TY	26 Verification of Continuous Assessment and Internal Submission Completion review
	27	28 Submission of Internal Submission Completion report	29 End of Result Improvement Program [RIP]	30	31 ISO Final Audit for Odd Semester		
NOVEMBER			1	2	3	4	5
	3	4	5 Start of MSBTE Winter- 2024 Practical Exam [SY and TY] – 5 th to 14 th Nov.2024 , Mock Class Test II [FY]	6 Class Test II [FY]	7 Class Test II [FY]	8 Class Test II [FY]	9 Result Analysis of Class test II [FY]
	10	11	12	13 Term End for FY	14 Start of MSBTE Winter- 2024 Practical Exam [FY]-14 th to 18 th Nov.2024	15	16
	17	18	19	20 Publication of Department wise Newsletter	21 Start of MSBTE Winter- 2024 Theory Exam -21 st Nov.2024 to 12 th Dec. 2024	22	23
	24	25	26	27	29	30	31

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

S/d
Academic Coordinator (Institute Level)

S/d
Principal, Zeal Polytechnic, Pune