



# ZES'S ZEAL POLYTECHNIC, PUNE.

## ACADEMIC & ACTIVITY CALENDER – 2024-25 (SEMESTER-II)



M/D	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
JANUARY		30 Dec Department level course file verification - I and submission of report to HOD by Department Academic Coordinator (As per Index of course file)	31 Dec Meeting of institute level cells/ committees for Academic and Administrative plans for semester	1 <b>Commencement of Second term for 2024-25</b>	2 ICIU Meeting: Submission & Approval of Department Activity Calendar	3 Departmental Advisory Board (DAB) Meeting, Department Meeting (HoD & Dept. Faculties)- Analysis of academic commencement & Action Plan for betterment	4 GFM– Parents meeting for informing Semester-II activities
	5	6 PBL- Formation of project group and Allocation of project guide	7 PBL- Identification of project ideas, topics by individual subject teacher and its communication with students.	8 Submission of List of Certification Courses to be offered to the Students	9 PBL- Project topic Finalization and displayed to students	10 Expert lecture - I	11 <b>Industrial Visit- I</b> Test and Assignment completion – Unit 1
	12	13 Department level course file verification- II and submission of report to Institute Academic Coordinator and Principal by HoD (As per Index of course file)	14 <b>Internal Academic Monitoring-I</b>	15 PBL- Submission and Approval of budget (if Required) by project guide to project coordinator	16 Department wise One Day Workshop on Professional Guidance, Entrepreneurship Development and Career Advancement- I	17 Student Feedback – I	18 Project Review –I (Aim, Objective, Problem statement/ Methodology review Seminar-II)
	19	20 Verification of compliance of discrepancies in the course file to Instt. academic coordinator & Principal	21 Students feedback-I analysis and corrective actions	22 Guest Lecture on Professional Guidance/ Career Advancement	23 Department wise event organized by respective Student chapters-I	24 Expert lecture - II	25 <b>Alumni Meet</b> Test and Assignment completion – Unit 2
	26 Republic Day	27 Result Analysis of W-2024 exam	28 State Level Quiz & Poster Competition	29 Verification of Continuous Assessment at Department Level	30	31 Syllabus completion review - I	
FEBRUARY							1 Submission of Syllabus completion and Continuous Assessment report
	2	3 PAC Meeting on MSBTE Result analysis at Dept. level	4 Display Monthly Attendance, Defaulter Lists and Letter to Parents, Reports of Continuous Assessment (PR, Class Test, MCQ Test, Assignment )	5 Publication of Department wise Newsletter (semester wise)	6 Meeting of ICIU on result analysis (W-24 exam)	7 Expert lecture - III	8 <b>Industrial Visit- II</b> Test and Assignment completion – Unit 3
	9	10 <b>CLASS TEST - I</b> Department wise State Level Faculty Development Program (Min 3 Days)	11 <b>CLASS TEST- I</b> <b>Internal Academic Monitoring-II</b>	12 <b>CLASS TEST - I</b>	13 Department wise One Day Workshop on Professional Guidance, Entrepreneurship Development and Career Advancement- II	14 Project Review –II (Problem Statement/ Methodology, Survey, Experimental Scheduled work, Manual work Seminar- II)	15 Submission of First class test result analysis
	16	17 Parent Teacher Meet –I Department level (FIRST CLASS TEST)	18 Start of Filling Exam form with normal fees (18 to 02 March 2025)	19 <b>SHIVJAYANTI</b>	20 Guest Lecture on Professional Guidance/ Career Advancement	21 Expert lecture - IV	22 Test and Assignment completion – Unit 4
23	24 Department wise event organized by respective Student chapters-III	25 Verification of Continuous Assessment at Department Level	26 Syllabus completion review – II	27 Submission of Syllabus completion and Continuous Assessment report	28 Department wise event organized by respective Student chapters-II		
MARCH							1 Display Monthly Attendance, Defaulter Lists and Letter to Parents, Reports of Continuous Assessment (PR, Class Test, MCQ Test, Assignment).
	2 Last date of Filling Exam form with normal fees	3 Last date of institute confirmation for Exam form with normal Fees	4 Start of Filling Exam form with late fees of Rs 200 All students (04 to 06 March 2025)	5 Student Feedback – II	6 Last date of filling Exam form with late fees of Rs 200	7 Expert lecture - V Last date of institute confirmation for Exam form with late fees of Rs 200	8 <b>Industrial Visit- III</b> Test and Assignment completion – unit 5
	9	10 Students feedback-I analysis and corrective actions	11 PBL- Project Completion, Preparation of Project Report and PPT Presentation	12 PBL- Video Preparation and Submission	13 Department wise One Day Workshop on Professional Guidance, Entrepreneurship Development and Career Advancement- III	14 <b>Dhulivandan</b>	15 Project Review – III (Working Model Seminar- III) & Project Report Initial Draft & Correction
	16	17 Identification of Industries for Industrial training	18 Verification of Continuous Assessment at Department Level	19 Submission of Identified Industries list for Industrial training	20 Project Report Final draft Submission	21 PBL- Upload video on YouTube Channel of ZEAL INSTITUTE	22 <b>Syllabus completion Date</b> Test and Assignment completion – unit 6
	23	24 <b>Result Improvement Sessions</b>	25 Submission of Certification Courses completion report	26 Department wise event organized by respective Student chapters-III	27	28 Project Internal Evaluation and MOCK Presentation (Seminar IV)	29
30 Gudhi Padava	31						
APRIL							1 Display Monthly Attendance, Defaulter Lists and Letter to Parents, Reports of Continuous Assessment (PR, Class Test, MCQ Test, Assignment).
	6	7 <b>CLASS TEST- II</b>	8 <b>CLASS TEST- II</b>	9 <b>CLASS TEST- II</b> <b>Internal Academic Monitoring-III</b>	10	11	12 Submission of Second class test result analysis
	13	14 <b>Dr. Babasaheb Ambedkar Jayanti</b>	15 Parent Teacher Meet –I Department level (SECOND CLASS TEST)	16	17 <b>EVEN SEMESTER TERM END</b>	18 Start of MSBTE Summer- 2025 Practical Exam	19
	20	21	22	23	24	25	26
	27	28 End of MSBTE Summer- 2025 Practical Exam	29 Course Exit Survey & Program Exit Survey	30			
MAY					1 <b>Maharashtra Din</b>	2 Start of MSBTE Summer- 2025 Theory Exam.	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24 End of MSBTE Summer- 2025 Theory Exam.
	25	26	27	28	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. [ Note: Start of next Academic Year 2024-25 – 01<sup>st</sup> January 2025 (Wednesday)]