

RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI

ACADEMIC CALENDAR 2023-24 (ODD SEM)

Academic Plan (Staff and Students)		S.E. : 17 th July 2023 – 20 th December 2023 T.E & B.E. : 10 th July 2023 - 20 th December 2023
Commencement of Theory and Practical Classes		S.E. : 17 th July 2023 – 20 th December 2023 T.E&B.E. : 10 th July 2023 – 20 th December 2023
Attendance Display	First display of attendance up to 18 th August 2023 (S.E. T.E. & B.E.)	21 st August 2023
	Second display of attendance up to 20 th October 2023 (S.E. T.E. & B.E.)	23 rd October 2023
Parent Meeting	S.E. T.E. & B.E.	28 th August 2023 - 01 st September 2023
	S.E. T.E. & B.E.	30 th October 2023- 03 rd November 2023
Major Project Reviews for (BE, Semester: VII)	First Review	04 th September 2023 - 08 th September 2023
	Second Review	03 rd October 2023 – 06 th October 2023
	Submission of E-Report to Department Project Coordinator	20 th October 2023
Mini Project Review (S.E. & T.E.)	First Review (S.E.)	11 th September 2023 - 15 th September 2023
	First Review (T.E.)	11 th September 2023 - 15 th September 2023
	Second Review (S.E.)	09 th October 2023 - 13 th October 2023
	Second Review (T.E.)	09 th October 2023 - 13 th October 2023
Mid Term Break		19 th September 2023 - 23 rd September 2023
Festival	Technical	29 th September 2023
Mid-Term Examinations	First Mid Semester Test (S.E.T.E. & B.E.)	21 st August 2023 – 25 th August 2023
	Internal K.T. Exam (SE, T.E., & B.E.)	16 th October 2023 - 20 th October 2023
	Second Mid Semester Test (S.E.T.E. & B.E.)	23 rd October 2023 – 27 th October 2023
Submissions	Mid Term Submission (S.E. T.E. & B.E.)	14 th August 2023 – 18 th August 2023
	Final Submissions (S.E. T.E. & B.E.)	16 th October - 20 th October 2023
End Semester Examinations	Orals / Practical's Conduction of oral/Practical Exams of all semester (S.E.T.E. & B.E.) [Tentative]	30 th October – 10 th November 2023
	Theory Commencement of Theory Exam of all Semester (SE, TE & BE) [Tentative]	20 th November 2023 Onwards
Commencement of New Term		8 th January 2024

Academic Monitoring (Staff Only)			
Lesson Plan endorsement by HOD		10 th July 2023 - 14 th July 2023	
Early-stage feed backs of students by HODs and Submission S.E. T.E. & B.E		20 th July 2023 - 24 th July 2023	
Documentation Audit		3 rd week of July 2023	
Academic Audit		4 th week of July 2023	
Academic Diary Monitoring by HODs		4 th week of August 2023	2 nd week of November 2023
Academic Diary Monitoring by Vice Principal*/Principal#		1 st week of September 2023 *	4 th week of November 2023 #
End Semester Students Feedback		23 rd October 2023 – 27 th October 2023	
Computer/IT Audit Audit of various systems (including staff PCs)		Verification of IP address, MAC Address :3 rd week of November 2023 Head of Departments to submit report to IT committee, (Prof. Swapnil Gharat & Prof. Suresh Mistry) of institute.	

AcademicMeetings		Dates	
Note: The Minutes of Meetings and the Action Taken Report of precedence meeting has to be kept ready at the scheduled meetings.			
Academic Committee Meeting	2 nd week of July 2023		
Department Meetings called by HOD	2 nd week of July 2023	4 th week of August 2023	3 rd week of October 2023
Department Advisory Board Meetings	4 th week of July 2023		
IQAC Meeting	1 st week of September 2023	1 st week of December 2023	
College Development Committee (CDC)Meeting	1 st week of September 2023	2 nd week of December 2023	
Department level Alumni Meetings	2 nd week of September 2023		
Feedbacks by HODs	HOD's oral information to faculties to improve on shortcomings in teaching as marked by students.	IQAC - Coordinator	
Documentation Audit – Internal Academic Audit - External	Information to faculty to update the file as remarked by the Audit Team – immediately after Documentation Audit.	Vice-Principal	
Students Feedback on Faculty Teaching with lower scores		Principal	

Note

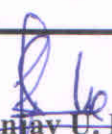
- 1) All the staff & students are advised to strictly adhere to the Academic Calendar and students to attend the lectures/Practical regularly.
- 2) Department can plan their meeting with Industries and other stake holders as per departmental convenience.
- 3) Faculties must be available for examination and assessment work as required and complete the same within stipulated time.
- 4) Other than the Institute level Alumni meet, departments should plan the department level alumni meet.
- 5) Project Activities must be strictly followed as per the indicated dates and encourage students to participate in various competitions.

Coordinators for the following activities

SN	Activity	Coordinator
01	College Development Committee(CDC) Meeting	Dr. Kiran Chaudhari, (Dean Administration)
02	All types of Feedback	Dr. Sunil Wankhede, IQAC-Coordinator
03	Documentation & Academic Audit	Dr. Sanjay Deshmukh, Vice-Principal & Dean Academics
04	Program Assessment – External	Dr. Rajesh Kale, Professor in Mechanical Engineering & Dean R&D


Dr. Sanjay D. Deshmukh
Dean Academics




Dr. Sanjay U. Bokade
Principal

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RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI

Academic Calendar: 2023–24 (Even Semester)

Academic Plan (Staff And Students)		F.E S.E. T.E. & B.E.: 08 th January 2024 - 07 th June 2024
Commencement of Theory and Practical Classes		F.E. S.E. T.E. & B.E.: 08 th January 2024 -07 th June 2024
Attendance Display	First display of attendance up to 16 th February 2024 (F.E. S.E. T.E. & B.E)	20 th February 2024
	Second display of attendance up to 05 th April 2024 (F.E. S.E. T.E. & B.E)	08 th April 2024
Display of Defaulter/ Detention List	Display of Provisional Defaulter list	20 th February 2024
	Display of Final Defaulter list	12 th April 2024
	Display of Detention list	15 th April 2024
Parent Meeting	F.E S.E. T.E. & B.E	21 st February 2024 – 01 st March 2024
	F.E. S.E. T.E. & B.E	08 th April 2024 – 12 th April 2024
Major Project Reviews for (BE Semester: VIII)	First Review	05 th February 2024 – 09 th February 2024
	Second Review	18 th March 2024 – 22 nd March 2024
	Submission of Report to Department Project Coordinator for formatting	08 th April 2024
	Submission of Final Report – Guide & Department as per the format	22 nd April 2024 – 26 th April 2024
Mini Project Review	First Review (S.E & T.E.)	12 th February 2024 – 16 th February 2024
	Second Review (S.E & T.E.)	26 th March 2024 – 28 th March 2024
	Submission of Report to Department Project Coordinator for formatting	08 th April 2024
	Submission of Final Report – Guide & Department as per the format	22 nd April 2024 – 26 th April 2024
Festival	Technical & Cultural	Last week of March 2024
Mid-Term Examinations	First Mid Semester Test (F.E. S.E. T.E. & B.E)	20 th February 2024 – 23 rd February 2024
	Internal K.T. Exam (F.E. S.E. T.E. & B.E)	11 th March 2024 – 15 th March 2024
	Second Mid Semester Test (F.E. S.E. T.E. & B.E)	08 th April 2024 – 16 th April 2024
Submissions	Mid Term Submission (F.E. S.E. T.E. & B.E)	12 th February 2024 – 16 th February 2024
	Final Submissions (F.E. S.E. T.E. & B.E)	1 st April 2024 – 5 th April 2024
End Semester Examinations	ORALS/PRACTICALS Conduction of oral / Practical Exams of all semesters (F.E. S.E. T.E. and B.E.)	18 th April 2024 – 30 th April 2024
	REGULAR Commencement of Theory Exam of all Engineering for F.E. S.E. T.E. & B.E. (II, IV, VI & VIII)	May / June 2024
Commencement of New Term (Academic Year: 2024-25)		July 2024



Academic Monitoring (STAFF ONLY)			
Lesson Plan endorsement by HOD	10 th January 2024		
Department Meetings called by HOD	01 st Week of January 2024	01 st Week of March 2024	01 st Week of April 2024
Academic Diary Monitoring by HODs	02 nd Week of February 2024	03 rd Week of March 2024	03 rd Week of April 2024
Academic Diary Monitoring by Vice Principal*/Principal**	01 st Week of March 2024*	01 st Week of May 2024*#	
Students Early-Stage feedback on faculty teaching	22 nd January 2024 – 25 th January 2024		
End Semester Feedback	08 th April 2024 – 16 th April 2024		

Audit	
Documentation Audit	04 th Week of June 2024
Academic Audit	01 st Week of July 2024
<ul style="list-style-type: none"> Stock Verification and DSR update Write off recommendations & write off 	01 st Week of June 2024
Computer/IT Audit Audit of various systems (including staff PCs)	04 th Week of July 2024
Program Assessment	01 st Week of July 2024
Self-Appraisal Submission Week	01 st Week of June 2024
Submission of Department Budget	15 th March 2024 – 31 st March 2024

Meetings	Schedule	
Note: The minutes of meetings and the action taken report of the precedence meeting has to be kept ready at the schedule meetings		
College Development Committee (CDC) Meeting	March 2024	May 2024
IQAC Meetings	February 2024	April 2024
Departmental level Alumni meetings	March 2024	

Coordinators for Audit, Meeting, Feedback & Independent Responsibilities:

Sr.No.	Activity	Coordinator
01	College Development Committee (CDC) Meeting	Dr. Kiran Chaudhari (Dean Administration)
02	All types of Feedback & IQAC Meeting	Dr. Sunil Wankhede (IQAC – Coordinator)
03	Documentation Audit - Internal	Dr. Sanjay Deshmukh (Vice-Principal & Dean Academics)
04	Academic Audit - External	
05	Program Assessment – External	Dr. Rajesh Kale (Dean R&D)




Note:

Above Academic Calendar is subject to change as per the guidelines of Mumbai University.

- All the staff & students are advised to strictly adhere to the Academic Calendar and students to attend the lectures / Practical regularly.
- Department can plan their meeting with industries and other stake holders as per departmental convenience.
- Faculties should be available for examination and assessment work as required and complete the same within stipulated time.
- Other than the Institute level Alumni meet, departments should plan the department level alumni meet.
- Project Activities must be strictly followed as per the indicated dates and encourage students to participate in various competitions.
- HODs should submit the Department Budget in consultation with the Department Budget Committee. Budget should be with the provision of repair & maintenance, consumables, new purchases and other relevant provisions as advised by Budget Committee


Dr. Sanjay Deshmukh
Dean Academics




Dr. Sanjay Bokade
Principal

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