

MANJARA CHARITABLE TRUST  
**RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI**  
 JUHU-VERSOVA LINK ROAD, VERSOVA, ANDHERI (W), MUMBAI-400 053

**CIRCULAR: ACADEMIC CALENDAR OF SECOND HALF OF 2020-21**

All the students and staff members are informed that the Academic Calendar for F.E., S.E., T.E., B.E. (All branches) , M.E. (Heat Power) & M.E. (EXTC) for Second Half of 2020-21 will be as follows.

**Second Term – Even Semester**

F.E. (SEM-I), ME (SEM-I) Term: 21<sup>st</sup> January 2021 – 30<sup>th</sup> April 2021 (Including Submission)

F.E. (SEM-II), ME (SEM-II) Term: 05<sup>th</sup> May 2021 – 17<sup>th</sup> August 2021

S.E, T.E & B.E: 04<sup>th</sup> February 2021 to 13<sup>th</sup> May 2021 (Both days inclusive)

<b>Academic Plan ( STAFF AND STUDENTS) - 04<sup>th</sup> February 2021 to 13<sup>th</sup> May 2021</b>		
<b>Commencement of Theory and Practical Classes</b>		04 <sup>th</sup> February 2021
<b>Attendance Display</b>	First display of attendance up to 12/03/2021	15 <sup>th</sup> March 2021
	Second display of attendance up to 07/05/2021	10 <sup>th</sup> May 2021
<b>Project Reviews for BE SEM VIII</b>	First Review	26 <sup>th</sup> March 2021
	Second Review	16 <sup>th</sup> April 2021
	Submission of Final Report – Guide & Library	26 <sup>th</sup> April 2021
	Submission of E-Report to Department Project Coordinator	23 <sup>rd</sup> April 2021
<b>Mini Project Review</b>	First Review	25 <sup>th</sup> March 2021
	Second Review	15 <sup>th</sup> April 2021
<b>Mid-Term Examinations</b>	First Mid Semester Test	16 <sup>th</sup> March 2021 to 19 <sup>th</sup> March 2021
	Internal K.T. Exam	22 <sup>nd</sup> March 2021 to 26 <sup>th</sup> March 2021
	Second Mid Semester Test	17 <sup>th</sup> May 2021 to 19 <sup>th</sup> May 2021
<b>Submissions</b>	Final Submissions	10 <sup>th</sup> May 2021 to 13 <sup>th</sup> May 2021
<b>Direct Second Year (DSE-III) Undergraduate Course</b>	Term	21 <sup>st</sup> January 2021 – 02 <sup>nd</sup> April 2021 ( Including Submission)
	ORALS/PRACTICALS	03 <sup>rd</sup> April 2021 – 09 <sup>th</sup> April 2021
	Commencement of Theory Exam	10 <sup>th</sup> April 2021 – 17 <sup>th</sup> April 2021
<b>End Semester Examinations</b>	<b>ORALS/PRACTICALS</b> Conduction of oral / Practical Exams of all semesters (SE, TE and BE)	20 <sup>nd</sup> May 2021 to 29 <sup>th</sup> May 2021
	<b>REGULAR</b> Commencement of Theory Exams of all Engineering for SE, TE & BE ( IV, VI & VIII)	01 <sup>st</sup> June 2021 to 14 <sup>th</sup> June 2021
	<b>ORALS/PRACTICALS</b> FE (SEM-I)/ ME (SEM-I)	15 <sup>th</sup> April 2021 – 20 <sup>th</sup> April 2021
	<b>Commencement of Theory Exam</b> FE (SEM-I)/ ME (SEM-I)	22 <sup>nd</sup> April 2021 – 30 <sup>th</sup> April 2021
	<b>ORALS/PRACTICALS</b> FE (SEM-II)/ ME (SEM-II)	26 <sup>th</sup> July 2021 – 31 <sup>st</sup> July 2021
	<b>Commencement of Theory Exam</b> FE (SEM-II)/ ME (SEM-II)	05 <sup>th</sup> August 2021 – 17 <sup>th</sup> August 2021
	<b>Commencement of new term</b>	12 <sup>th</sup> July 2021

<b>Academic Monitoring ( STAFF ONLY )</b>			
Department Advisory Board Meetings	19 <sup>th</sup> July – 23 <sup>rd</sup> July - 2021		
Department Meetings called by HOD	January 4 <sup>th</sup> week - 2021	March 2 <sup>nd</sup> Week - 2021	May 1 <sup>st</sup> Week - 2021
Lesson Plan endorsement by HOD	2 <sup>nd</sup> February- 2021		
Feedbacks by HODs and Submission	March 2 <sup>nd</sup> Week - 2021		
Academic Diary Monitoring by HODs	March 03 <sup>rd</sup> Week 2021	April 3 <sup>rd</sup> Week - 2021	May 3 <sup>rd</sup> Week 2021
Academic Diary Monitoring by Principal	March 4 <sup>th</sup> Week - 2021	May 4 <sup>th</sup> Week - 2021	
Students feedback on faculty teaching	10 <sup>th</sup> May – 13 <sup>th</sup> May 2021		
Documentation Audit - INTERNAL	17 <sup>th</sup> May – 19 <sup>th</sup> May 2021		
<ul style="list-style-type: none"> <li>▪ Stock Verification and QSR update</li> <li>▪ Write off recommendations &amp; Write off</li> </ul>	June 1 <sup>st</sup> Week 2021		
Computer/IT Audit Audit of various systems (including staff PCs)	Verification of IP address, MAC address :- June 1 <sup>st</sup> Week 2021 Head of Departments to submit report to IT committee (Prof.Swapnil Gharat,Prof.D.J.Dhangar & Prof.Suresh Mistry) of institute.		
Academic Audit - EXTERNAL	19 <sup>th</sup> July – 23 <sup>rd</sup> July 2021		
Program Assessment - EXTERNAL	19 <sup>th</sup> July – 23 <sup>rd</sup> July 2021		
Self-Appraisal Submission Week	12 <sup>th</sup> July – 16 <sup>th</sup> July 2021		
Submission of Department Budget	March 4 <sup>th</sup> Week 2021		

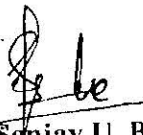
<b>Action Plan and Action Taken Reports ( STAFF ONLY )</b>			
	Action Plan	Action Taken Report	Report Submission
Department Advisory Board Meetings	August 1 <sup>st</sup> Week 2021	22 <sup>nd</sup> July 2022	Principal
College Development Committee (CDC) Meeting	August 3 <sup>rd</sup> Week 2021	February 2 <sup>nd</sup> Week 2022	Principal
IQAC Meetings	August 4 <sup>th</sup> Week 2021 January 3 <sup>rd</sup> week 2022	March 2 <sup>nd</sup> Week 2022	IQAC – Coordinator
Feedbacks by HODs	HODs oral information to faculties to improve on shortcomings in teaching as marked by students - <b>March 2<sup>nd</sup> Week 2021</b>		IQAC - Coordinator
Documentation Audit - INTERNAL	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	February 2 <sup>nd</sup> Week 2021	May 4 <sup>th</sup> Week - 2021	Principal
Academic Audit - EXTERNAL	Action Plan by individual and the Department based on the comments by experts – August 2 <sup>nd</sup> Week 2021	July 2 <sup>nd</sup> Week 2022	Principal
Program Assessment - EXTERNAL	August 2 <sup>nd</sup> Week 2021	July 2 <sup>nd</sup> Week 2022	Principal

### Note:

- Due to the prevailing conditions of COVID 19 all the academic activities shall be performed **as per the COVID 19 precaution protocols**.
- **Teaching learning shall be online** till any notification of amended is issued.
- All sorts of **meeting shall be conducted in online mode**, a hybrid mode can be used only for the meeting where it is essential.
- All the staff & students are advised to **strictly adhere to the Academic Calendar** and students to attend the lectures / Practical regularly.
- Faculties should be **available for examination and assessment work** as required.
- 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.
- **Coordinators for the following activities**

SN	Activity	Coordinator
01	College Development Committee (CDC) Meeting	<b>Dr. Sanjay Deshmukh</b> Vice-Principal
02	All types of Feedback	<b>Dr. Sunil Wankhede</b> IQAC - Coordinator
03	Documentation Audit - Internal	<b>Dr. Sanjay Deshmukh</b> Vice-Principal
04	Academic Audit - External	
05	Program Assessment - External	<b>Dr. Rajesh Kale</b> Associate Professor in Mechanical Engineering

  
**Dr. Sanjay U. Bokade**  
 Principal



Copy to,

1. H.O.D. – APP. SCI. / COMP. / EXTC. / INST. / I.T. / MECH.
2. WS
3. T & P
4. EXAM
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6. STOR
7. ACCT
8. ADMN