RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI
Academic Calendar: 2024–25 (Even Semester)

Academic Plan (Staff And Students)		**S.E. T.E. & B.E.:** 06th January 2025- 19th April 2025
Commencement of Theory and Practical Classes		**S.E. T.E. & B.E.:** 06th January 2025 -19th April 2025
Attendance Display	First display of attendance up to 14th February 2025 (S.E. T.E. & B.E)	17th February 2025
	Second display of attendance up to 09th April 2025 (S.E. T.E. & B.E)	11th April 2025
Display of Defaulter/ Detention List	Display of Provisional Defaulter list 1	17th February 2025
	Display of Provisional Defaulter list 2	17th March 2025
	Display of Defaulter list	11th April 2025
	Display of Detention list	15th April 2025
Parent Meeting	S.E. T.E. & B.E	24th February 2025 – 28th February 2025
	S.E. T.E. & B.E	15th April 2025 – 17th April 2025
Major Project Reviews for (BE Semester: VIII)	First Review	03rd February 2025 – 07th February 2025
	Second Review	17th March 2025 – 21st March 2025
	Submission of Report to Department Project Coordinator for formatting	07th April 2025
	Submission of Final Report – Guide & Department as per the format	21st April 2025 – 25th April 2025
Mini Project Review	First Review (S.E & T.E.)	10th February 2025 – 14th February 2025
	Second Review (S.E & T.E.)	24th March 2025 – 28th March 2025
	Submission of Report to Department Project Coordinator for formatting	07th April 2025
	Submission of Final Report – Guide & Department as per the format	21st April 2025 – 25th April 2025
Festival	Technical & Cultural	Last week of March 2025
Mid-Term Examinations	First Mid Semester Test (S.E. T.E. & B.E)	17th February 2025 – 21st February 2025
	Internal K.T. Exam (S.E. T.E. & B.E)	01st April 2025 – 04th April 2025
	Second Mid Semester Test (S.E. T.E. & B.E)	11th April 2025 – 17th April 2025
Submissions	Mid Term Submission (S.E. T.E. & B.E)	24th February 2025 – 28th February 2025 (Only During Practical Session)
	Final Submissions (S.E. T.E. & B.E)	7th April 2025 – 09th April 2025
End Semester Examinations	**ORALS/PRACTICALS** Conduction of oral / Practical Exams of all semesters (S.E. T.E. and B.E.)	21st April 2025 – 30th April 2025
	REGULAR Commencement of Theory Exam of all Engineering for S.E. T.E. & B.E. (IV,VI & VIII) (III,V & VII)	13th May 2025 – 31st May 2025 02nd June 2025 – 15th June 2025
Commencement of New Term (Academic Year: 2025-26)		**07th July 2025**

Academic Monitoring (STAFF ONLY)			
Lesson Plan endorsement by HOD	06th January 2025		
Department Meetings called by HOD	01st Week of January 2025	01st Week of March 2025	01st Week of April 2025
Academic Diary Monitoring by HODs	02nd Week of February 2025	03rd Week of March 2025	03rd Week of April 2025
Academic Diary Monitoring by Vice Principal*/Principal*#	01st Week of March 2025*	01st Week of May 2025*#	
Students Early-Stage feedback on faculty teaching	27th January 2025 – 31st January 2025		
End Semester Feedback	11th April 2025– 17th April 2025		

Audit	
Documentation Audit	14th July 2025 -18th July 2025
Academic Audit	28th July 2025 -01st Aug 2025
▪ **Stock Verification and DSR update** ▪ **Write off recommendations & write off**	19th May 2025 - 23th May 2025
Computer/IT Audit **Audit of various systems (including staff PCs)**	26th May 2025 -31st May 2025
Program Assessment	02nd Week of July 2025
Self-Appraisal Submission Week	26th May 2025 -31st May 2025
Submission of Department Budget	15th March 2025 – 31st March 2025

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 2025	May 2025
IQAC Meetings	February 2025	April 2025
Departmental level Alumni meetings	March 2025	

Coordinators for Audit, Meeting, Feedback & Independent Responsibilities:

Sr.No.	Activity	Coordinator
01	**College Development Committee (CDC) Meeting**	**Dr. Kiran Chaudhari** (Vice-Principal & 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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RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI
Academic Calendar: 2024–25 (Odd Semester)

Academic Plan (Staff And Students)	**S.E. T.E. & B.E.: 08th July 2024 – 19th October 2024**	
Commencement of Theory and Practical Classes	**S.E. T.E. & B.E.: 08th July 2024 – 19th October 2024**	
Attendance Display	First display of attendance up to 16th August 2024 (S.E. T.E. & B.E)	19th August 2024
	Second display of attendance up to 11th October 2024 (S.E. T.E. & B.E)	14th October 2024
Display of Defaulter/ Detention List	Display of Provisional Defaulter list-1	22nd July 2024
	Display of Provisional Defaulter list-2	19th August 2024
	Display of Defaulter list	14th October 2024
	Display of Detention list	18th October 2024
Parent Meeting	S.E. T.E. & B.E Parent Meeting-1	26th August 2024 - 30th August 2024
	S.E. T.E. & B.E Parent Meeting-2	14th October 2024 - 18th October 2024
Major Project Reviews for (BE Semester: VIII)	First Review	26th August 2024 - 30th August 2024
	Second Review	30th September 2024 - 04th October 2024
	Submission of Report to Department Project Coordinator for formatting	11th October 2024
	Submission of Final Report – Guide & Department as per the format	18th October 2024
Mini Project Review	First Review (S.E & T.E.)	02nd September 2024 -06th September 2024
	Second Review (S.E & T.E.)	07th October 2024 -11th October 2024
	Submission of Report to Department Project Coordinator for formatting	11th October 2024
	Submission of Final Report – Guide & Department as per the format	18th October 2024
Mid Term Break		07th September 2024 – 11th September 2024
Festival	Technical	
Mid-Term Examinations	First Mid Semester Test (S.E. T.E. & B.E)	19th August 2024 - 23rd August 2024
	Internal K.T. Exam (S.E. T.E. & B.E)	07th October 2024 - 11th October 2024
	Second Mid Semester Test (S.E. T.E. & B.E)	14th October 2024 - 18th October 2024
Submissions	Mid Term Submission (S.E. T.E. & B.E)	12th August 2024 - 16th August 2024
	Final Submissions (S.E. T.E. & B.E)	07th October 2024 - 11th October 2024
End Semester Examinations	**ORALS/PRACTICALS** Conduction of oral / Practical Exams of all semesters (S.E. T.E. and B.E.)	21st October 2024 – 31st October 2024
	REGULAR Commencement of Theory Exam of all Engineering for S.E. T.E. & B.E. (III,V & VII)	11th November 2024 – 14th December 2024
Commencement of New Term (Academic Year: 2024-25, Even Semester)		**06th January 2025**

Academic Monitoring (STAFF ONLY)			
Lesson Plan endorsement by HOD	15th July2024-19th July 2024		
Academic Committee Meeting	1st week of July 2024		
Department Meetings called by HOD	2nd week of July 2024	4th week of August 2024	3rd week of October 2024
Department Advisory Board Meeting	4th week of July 2024		
Academic Diary Monitoring by HODs	4th week of August 2024	4th week of September 2024	2nd week of November 2024
Academic Diary Monitoring by Vice Principal*/Principal$^{*\#}$	1st week of Sep 2024	4th week of November 2024	
Students Early-Stage feedback on faculty teaching	05th August 2024 – 09th August 2024		
End Semester Feedback	10th October 2024 -18th October 2024		

Audit	
Documentation Audit	3rd week of July 2024
Academic Audit	4th week of July 2024
Computer/IT Audit Audit of various systems (including staff PCs)	3rd week of November 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	1st week of September 2024	1st week of December 2024
IQAC Meetings	1st week of September 2024	2nd week of December 2024
Departmental level Alumni meetings	2nd week of September 2024	
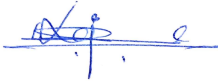
Coordinators for Audit, Meeting, Feedback & Independent Responsibilities:

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**	
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- 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.

- All department should conduct Internal Assessment Test I & II on completion of approximately 40% and 70% of syllabus respectively.

- Mid Term Break (Ganapati Vacation) from 7th September to 11th September 2024.

Dr. Sanjay Deshmukh
 Dean Academics

Dr. Sanjay Bokade
 Principal

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