RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI
ACADEMIC CALENDAR 2023–24 (ODD SEM)

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

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

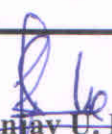| AcademicMeetings	Dates		
Note: The Minutes of Meetings and the Action Taken Report of precedence meeting has to be kept ready at the scheduled meetings.			
Academic Committee Meeting	2nd week of July 2023		
Department Meetings called by HOD	2nd week of July 2023	4th week of August 2023	3rd week of October 2023
Department Advisory Board Meetings	4th week of July 2023		
IQAC Meeting	1st week of September 2023	1st week of December 2023	
College Development Committee (CDC)Meeting	1st week of September 2023	2nd week of December 2023	
Department level Alumni Meetings	2nd 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.: 08th January 2024 - 07th June 2024	
Commencement of Theory and Practical Classes	F.E. S.E. T.E. & B.E.: 08th January 2024 -07th June 2024	
Attendance Display	First display of attendance up to 16th February 2024 (F.E. S.E. T.E. & B.E)	20th February 2024
	Second display of attendance up to 05th April 2024 (F.E. S.E. T.E. & B.E)	08th April 2024
Display of Defaulter/ Detention List	Display of Provisional Defaulter list	20th February 2024
	Display of Final Defaulter list	12th April 2024
	Display of Detention list	15th April 2024
Parent Meeting	F.E S.E. T.E. & B.E	21st February2024 – 01st March 2024
	F.E. S.E. T.E. & B.E	08th April 2024 – 12th April 2024
Major Project Reviews for (BE Semester: VIII)	First Review	05th February 2024 – 09th February 2024
	Second Review	18th March 2024 – 22nd March 2024
	Submission of Report to Department Project Coordinator for formatting	08th April 2024
	Submission of Final Report – Guide & Department as per the format	22nd April 2024 – 26th April 2024
Mini Project Review	First Review (S.E & T.E.)	12th February 2024 – 16th February 2024
	Second Review (S.E & T.E.)	26th March 2024 – 28th March 2024
	Submission of Report to Department Project Coordinator for formatting	08th April 2024
	Submission of Final Report – Guide & Department as per the format	22nd April 2024 – 26th 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)	20th February 2024 – 23rd February 2024
	Internal K.T. Exam (F.E. S.E. T.E. & B.E)	11th March 2024 – 15th March 2024
	Second Mid Semester Test (F.E. S.E. T.E. & B.E)	08th April 2024 – 16th April 2024
Submissions	Mid Term Submission (F.E. S.E. T.E. & B.E)	12th February 2024 – 16th February 2024
	Final Submissions (F.E. S.E. T.E. & B.E)	1st April 2024 – 5th April 2024
End Semester Examinations	**ORALS/PRACTICALS** Conduction of oral / Practical Exams of all semesters (F.E. S.E. T.E. and B.E.)	18th April 2024 – 30th 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	10th January 2024		
Department Meetings called by HOD	01st Week of January 2024	01st Week of March 2024	01st Week of April 2024
Academic Diary Monitoring by HODs	02nd Week of February 2024	03rd Week of March 2024	03rd Week of April 2024
Academic Diary Monitoring by Vice Principal*/Principal$^{*\#}$	01st Week of March 2024*	01st Week of May 2024*#	
Students Early-Stage feedback on faculty teaching	22nd January 2024 – 25th January 2024		
End Semester Feedback	08th April 2024 – 16th April 2024		

Audit	
Documentation Audit	04th Week of June 2024
Academic Audit	01st Week of July 2024
• Stock Verification and DSR update • Write off recommendations & write off	01st Week of June 2024
Computer/IT Audit Audit of various systems (including staff PCs)	04th Week of July 2024
Program Assessment	01st Week of July 2024
Self-Appraisal Submission Week	01st Week of June 2024
Submission of Department Budget	15th March 2024 – 31st 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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