

# RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI

## ACADEMIC CALENDAR 2023-24 (ODD SEM)

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

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

Academic Meetings	Dates	
<b>Note: The Minutes of Meetings and the Action Taken Report of precedence meeting has to be kept ready at the scheduled meetings.</b>		
Academic Committee Meeting	2 <sup>nd</sup> week of July 2023	
Department Meetings called by HOD	2 <sup>nd</sup> week of July 2023	4 <sup>th</sup> week of August 2023   3 <sup>rd</sup> week of October 2023
Department Advisory Board Meetings	4 <sup>th</sup> week of July 2023	
IQAC Meeting	1 <sup>st</sup> week of September 2023   1 <sup>st</sup> week of December 2023	
College Development Committee (CDC) Meeting	1 <sup>st</sup> week of September 2023   2 <sup>nd</sup> week of December 2023	
Department level Alumni Meetings	2 <sup>nd</sup> 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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