

## ACADEMIC CALENDAR

**ACADEMIC CALENDAR OF SECOND HALF OF 2022-2023**

Date: 09<sup>th</sup> January 2023

All the students & staff members are informed that the Academic Calendar for SE, TE & BE (All branches), for Second Half of 2022-23 will be as follows.

**SECOND TERM – EVEN SEMESTER**

S.E, T.E & B.E Term: 09<sup>th</sup> January 2023 - 15<sup>th</sup> April 2023

Academic Plan (STAFF AND STUDENTS) -		9 <sup>th</sup> January 2023
<b>Commencement of Theory and Practical Classes</b>		
Attendance Display	First display of attendance up to 17/02/2023	20 <sup>th</sup> February 2023
	Second display of attendance up to 06/04/2023	10 <sup>th</sup> April 2023
Display of List	Display of Defaulter list	10 <sup>th</sup> April 2023
	Display of Detention list	13 <sup>th</sup> April 2023
Project Reviews for BE SEM VIII	First Review	27 <sup>th</sup> February 2023 & 03 <sup>rd</sup> March 2023
	Second Review	31 <sup>st</sup> March 2023 & 03 <sup>rd</sup> April 2023
	Submission of Report to Department Project Coordinator	06 <sup>th</sup> April 2023
	Submission of Final Report- Guide & Library	24 <sup>th</sup> April 2023 to 29 <sup>th</sup> April 2023
Mini Project Review	First Review	13 <sup>th</sup> February 2023 to 17 <sup>th</sup> February 2023
	Second Review	20 <sup>th</sup> March 2023 to 24 <sup>th</sup> March 2023
<b>Festival</b>		
Technical 24 <sup>th</sup> to 25 <sup>th</sup> March 2023 Cultural 27 <sup>th</sup> to 29 <sup>th</sup> March 2023		
Mid-Term Examinations	First Mid Semester Test	20 <sup>th</sup> February 2023 to 24 <sup>th</sup> February 2023
	Internal K.T. Exam	13 <sup>th</sup> March 2023 to 17 <sup>th</sup> March 2023
	Second Mid Semester Test	10 <sup>th</sup> April 2023 to 13 <sup>th</sup> April 2023
Submissions	Mid Term Submission	13 <sup>th</sup> February 2023 to 17 <sup>th</sup> February 2023
	Final Submissions	03 <sup>rd</sup> April 2023 to 06 <sup>th</sup> April 2023
End Semester Examinations	<b>ORALS/PRACTICALS</b> Conduction of oral / practical exams of all semesters (SE, TE & BE)	17 <sup>th</sup> April 2023 to 29 <sup>th</sup> April 2023
	<b>REGULAR</b> Commencement of theory exams of all engineering for SE, TE & BE (IV, VI & VIII)	08 <sup>th</sup> May 2023 to 20 <sup>th</sup> May 2023
	S.E. (Semester III) (K.T.)	22 <sup>nd</sup> May 2023 to 03 <sup>rd</sup> June 2023
<b>Commencement of Next Academic Year</b>		10 <sup>th</sup> July 2023

**Note:**

- > Department can plan their meeting with Industries and other stake holders as per departmental convenience.
- > All the staff & students are advised to strictly adhere to the Academic Calendar and students to attend the lectures / practical regularly (online – till further instructions).
- > Faculties must 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.

SN	Activity	Coordinator
1	College Development Committee (CDC) Meeting	Dr. Kiran Chaudhari (Dean Administration)
2	All types of Feedback	Dr. Sunil Wankhede, IQAC - Coordinator
3	Documentation Audit- Internal	Dr. Sanjay Deshmukh, Vice-Principal & Dean Academics
4	Academic Audit- External	
5	Program Assessment - External	Dr. Rajesh Kale, (Dean R&D)

Academic Meetings	Dates	
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 2023	May 2023
IQAC Meetings	February 2023	April 2023
Departmental level Alumni meetings	March 2023	
Parents Meetings	April 2023	
Feedbacks by HODs	HODs 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

Academic Monitoring (STAFF ONLY)			
Lesson Plan endorsement by HOD	06 <sup>th</sup> January 2023		
Department Meetings called by HOD	1 <sup>st</sup> Week of January 23	1 <sup>st</sup> Week of March 23	1 <sup>st</sup> Week of April 23
Feedbacks by HODs and submission	13 <sup>th</sup> February 2023 to 17 <sup>th</sup> February 2023		
Academic Diary Monitoring by HODs	2 <sup>nd</sup> Week of February 23	3 <sup>rd</sup> Week of March 23	3 <sup>rd</sup> Week of April 23
Academic Diary Monitoring by Vice Principal*/Principal*#	1 <sup>st</sup> Week of March 2023*	1 <sup>st</sup> Week of May 2023*#	
Students Early-Stage feedback on faculty teaching	13 <sup>th</sup> February 2023 to 17 <sup>th</sup> February 2023		
End Semester Feedback	10 <sup>th</sup> April 2023 to 13 <sup>th</sup> April 2023		
Documentation Audit	Last week of June 2023		
Academic Audit	1 <sup>st</sup> Week of July 2023		
■ Stock Verification and DSR update	1 <sup>st</sup> Week of June 2023		
■ Write off recommendations & Write off	1 <sup>st</sup> Week of June 2023		
Computer/IT Audit of various systems (Including staff PCs)	Verification of IP address, MAC Address: - Last Week of June 2023 Head of Departments to submit report to IT committee (Prof. Swapnil Gharat & Prof. Suresh Mistry) of institute.		
Program Assessment	1 <sup>st</sup> Week of July 2023		
Self-Appraisal Submission Week	1 <sup>st</sup> Week of May 2023		
Submission of Department Budget	3 <sup>rd</sup> Week of February 2023		

Dr. Sanjay D. Deshmukh  
Dean Academics

Dr. Sanjay U. Bokade  
Principal

**MCT**  
**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 2022-23 (Even Semester)**

Date: 04<sup>th</sup> January 2023

All the Students and staff members are informed that the Academic Calendar for S.E., T.E., B.E. (All branches), for Second Half (Even Semester) of 2022-23 will be as follows.

**Second Term – Even Semester**

S.E, T.E & B.E: **9<sup>th</sup> January 2023 - 15<sup>th</sup> April 2023**

Academic Plan (STAFF AND STUDENTS) -		
<b>Commencement of Theory and Practical Classes</b>		
	<b>09<sup>th</sup> January 2023</b>	
<b>Attendance Display</b>	First display of attendance up to 17/02/2023	20 <sup>th</sup> February 2023
	Second display of attendance up to 06/04/2023	10 <sup>th</sup> April 2023
	Display of Defaulter list	10 <sup>th</sup> April 2023
	Display of Detention list	13 <sup>th</sup> April 2023
<b>Project Reviews for BE SEM VIII</b>	First Review	27 <sup>th</sup> February 2023 & 03 <sup>rd</sup> March 2023
	Second Review	31 <sup>st</sup> March 2023 & 03 <sup>rd</sup> April 2023
	Submission of Report to Department Project Coordinator	06 <sup>th</sup> April 2023
	Submission of Final Report – Guide & Library	24 <sup>th</sup> April 2023 to 29 <sup>th</sup> April 2023
<b>Mini Project Review</b>	First Review	13 <sup>th</sup> February 2023 to 17 <sup>th</sup> February 2023
	Second Review (Tentative)	20 <sup>th</sup> March 2023 to 24 <sup>th</sup> March 2023
<b>Festival</b>	<b>Technical : 24<sup>th</sup> to 25<sup>th</sup> March 2023</b>	<b>Cultural : 27<sup>th</sup> to 29<sup>th</sup> March 2023</b>
<b>Mid-Term Examinations</b>	First Mid Semester Test	20 <sup>th</sup> February 2023 to 24 <sup>th</sup> February 2023
	Internal K.T. Exam	13 <sup>th</sup> March 2023 to 17 <sup>th</sup> March 2023
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<b>Submissions</b>	Mid Term Submission	13 <sup>th</sup> February 2023 to 17 <sup>th</sup> February 2023
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<b>End Semester Examinations</b>	<b>ORALS/PRACTICALS</b> Conduction of oral / Practical Exams of all semesters (SE, TE and BE)	17 <sup>th</sup> April 2023 to 29 <sup>th</sup> April 2023
	<b>REGULAR</b> Commencement of Theory Exam of all Engineering for SE, TE & BE (IV, VI & VIII)	08 <sup>th</sup> May 2023 to 20 <sup>th</sup> May 2023
	S.E. (Semester III) (K.T.)	22 <sup>nd</sup> May 2023 to 03 <sup>rd</sup> June 2023
<b>Commencement of New Academic Year</b>		<b>10<sup>th</sup> July 2023</b>

Academic Monitoring ( STAFF ONLY )			
Lesson Plan endorsement by HOD	06 <sup>th</sup> January 2023		
Department Meetings called by HOD	1 <sup>st</sup> Week of January 23	1 <sup>st</sup> Week of March 23	1 <sup>st</sup> Week of April 23
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Academic Diary Monitoring by Vice Principal'/Principal"#	1 <sup>st</sup> Week of March 2023 *	1 <sup>st</sup> Week of May 2023*#	
Students Early Stage feedback on faculty teaching	13 <sup>th</sup> February 2023 to 17 <sup>th</sup> February 2023		
End Semester Feedback	10 <sup>th</sup> April 2023 to 13 <sup>th</sup> April 2023		
Documentation Audit	Last week of June 2023		
Academic Audit	1 <sup>st</sup> Week of July 2023		
<ul style="list-style-type: none"> <li>▪ Stock Verification and DSR update</li> <li>▪ Write off recommendations &amp; Write off</li> </ul>	1 <sup>st</sup> Week of June 2023		
Computer/IT Audit Audit of various systems (including staff PCs)	Verification of IP address, MAC Address: - Last Week of June 2023 Head of Departments to submit report to IT committee (Prof. Swapnil Gharat & Prof. Suresh Mistry) of institute.		
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Students Feedback on Faculty Teaching with lower scores		Principal

**Note:**

- 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.
- **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	Dr. Kiran Chaudhari (Dean Administration)
02	All types of Feedback	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)

**Dr. Sanjay Deshmukh**  
Dean Academics

**Dr. Sanjay Bokade**  
Principal

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