

SARDAR PATEL COLLEGE OF ENGINEERING

MECHANICAL ENGINEERING DEPARTMENT

Departmental Calendar

(2021 - 22)

Week No.	Activity status on	Activity	
1	19.07.2021 to 21.07.2021 (5)	Odd semester start Registration of courses by students	
		16/7/2021	Dept. Meeting 1
		16/7/2021	Collecting roll call list of all classes from office
		16/7/2021	Sending of elective courses along with list of students and name of instructor to the Examination section and office
		21/7/2021	Guest Lecture
		20/7/2021	Mentorship allotment
2	26.07.2021 to 28.07.2021 (5)	28/7/2021	Sending list of project group with the name of supervisor to the exam section and office
		28/7/2021	Guest Lecture
		27/7/2021	Research Proposals for MODROB/DST etc
		28/7/2021	Alumni Meeting Parents Meeting Industry Meeting
		28/7/2021	Finalize the examiner panel list for evaluation of papers
3	30.07.2021 to 04.08.2021 (5)	Guest Lecture	
4	06.08.2021 to 11.08.2021 (5)	Submission of test paper of T-1 to examination section Attendance Report to be displayed by faculty	
5	16.08.2021 to 20.08.2021 (0)	Test-I Research Advisor meeting 15/08/2021 (Friday) – Independence Day	
6	23.08.2021 to 25.08.2021 (4)	Guest Lecture Industry Visit Review of test results by subject teacher and report academically weak students to head of department and display the grade	
7	06.09.2021 to 08.09.2021 (5)	03/09/2021	Submission of grades of T-1 to examination section, submit remedial coaching plan by the faculty to HoD
			Department meeting 2 Remedial coaching for weak students starts Guest Lecture
8	09.09.2021 to 15.09.2021 (5)	Submission of test paper of T-2 to examination section Attendance Report to be displayed by faculty	

9	20.09.2021 to 22.09.2021 (2)		Test-II Subject Board Meeting 1 Research Advisor meeting
		20/09/2021	Seminar on Literature Review (First Seminar) for M.Tech. second year students
10	27.09.2021 to 30.09.2021 (5)	Guest Lecture	
11	01.10.2021 to 06.10.2021 (4)	2/10/2021 (Saturday) – Mahatma Gandhi Jayanti	
		3/10/21	Review of test results by subject teacher and report academically weak students to head of department and display the grade
		6/10/21	Submission of grades of T-2 to examination section, submit remedial coaching plan by the faculty to HoD
12	08.10.2021 to 13.10.2021 (5)	Department meeting 3 Remedial coaching for weak students starts Guest Lecture	
13	18.10.2017 to 22.10.2021 (3)	Guest Lecture/Industrial Visit	
14	25.10.2021 to 29.10.2021 (5)	Taking feedback from students M.Tech. (I Sem) Seminar Presentation	
15	29.10.2021 to 03.11.2021 (5)	Enrollment for next semester elective courses	
16	05.11.2021 to 10.11.2021 (5) Total instructional days in 1st term = 68	Submission of end-semester question papers to examination section Attendance Report to be displayed by faculty Display and submission of in-semester evaluation marks to examination section Review of Faculty and Staff position Dept. and BOG approval for Adhoc Faculty and Staff Last date of instruction of odd semester 04/11/2021 (Saturday) Diwali	
17	10.11.2021 to 22.11.2021	End Semester Examination begins Publish Advertisement for Adhoc Faculty and Staff Seminar on Dissertation Stage - I for M.Tech. second year students	
18	18.11.2021 to 22.11.2021	Review of assessment progress Department meeting 4 Discussion and preparation of work load End Semester Examination over	
19	26.11.2021 to 01.12.2021	Review of assessment progress	
20	03.12.2021 to 09.12.2021	Showing assessed Answer Books and Synoptic to Students STTP	
21	10.12.2021 to 15.12.2021	Declaration of end semester results of all courses Submit remedial coaching plan by the faculty to HoD Inform the failure students about remedial coaching Interview of Adhoc Faculty and Staff STTP	
22	17.12.2021 to	Remedial coaching for weak students starts	

	22.12.2021	Issue appointment letters to Adhoc Faculty and Staff Roster Preparation- Send for University Approval
23	25.12.2021 to 29.12.2021	Preparation of Time table 25/12/2021 (Saturday) – Christmas
24	03.01.2022 to 07.01.2022	Roster Preparation for staff- Send for University Approval
25	07.01.2022 to 12.01.2022	Re-examination starts Display of time table on web site and on notice board. Details of Lab Consumables
26	17.01.2022 to 20.01.2022 (5)	Even Semester begins Registration of courses by students Collecting roll call list of all classes from office Dept. Meeting 1 Sending of elective courses along with list of students and name of instructor to the Examination section and office Guest Lecture Mentorship allotment
27	21.01.2022 to 26.01.2022 (4)	Guest Lecture Alumni Meeting Parents Meeting Industry Meeting 26/01/2022 (Wednesday) – Republic Day
28	28.01.2022 to 02.02.2022 (5)	Finalize the examiner/Auditor panel list for evaluation of papers Guest Lecture
29	04.02.2018 to 10.02.2022 (5)	Submission of test paper of T-1 to examination section Attendance Report to be displayed by faculty
30	14.02.2022 to 18.02.2022 (2)	Test-I Research Advisor meeting
31	21.02.2022 to 23.02.2022 (5)	Guest Lecture Industry Visit
32	25.02.2022 to 01.03.2022 (5)	26/2/22 Review of test results by subject teacher and report academically weak students to head of department and display the grade 28/2/22 Guest Lecture 02/03/22 Submission of grades of T-1 to examination section, submit remedial coaching plan by the faculty to HoD
33	04.03.2022 to 08.03.2022 (5)	Department meeting 2 Remedial coaching for weak students starts Guest Lecture
34	11.03.2022 to 16.03.2022 (5)	Submission of test paper of T-2 to examination section Attendance Report to be displayed by faculty
35	16.03.2022 to 23.03.2022 (2)	Test-II Seminar on Dissertation Stage - II (Pre - Synopsis Seminar) for M.Tech. second year students Subject Board Meeting 2

		Research Advisor meeting
36	25.03.2022 to 28.03.2022 (5)	Guest Lecture
37	01.04.2022 to 06.04.2022 (5)	01/4/22 Review of test results by subject teacher and report academically weak students to head of department and display the grade 04/4/22 Guest Lecture 06/04/22 Submission of grades of T-1 to examination section, submit remedial coaching plan by the faculty to HoD Scrutiny of applications for faculty positions
38	08.04.2022 to 13.04.2022 (5)	Department meeting 3 Remedial coaching for weak students starts Guest Lecture
39	18.04.2022 to 22.04.2022 (5)	Guest Lecture/Industrial Visit Scrutiny of applications for staff positions
40	25.04.2022 to 28.04.2022 (5)	Taking feedback from students M.Tech. (II Sem) Seminar Presentation
41	28.04.2022 to 04.05.2022 (4) Total instructional days in 2nd term = 72	Submission of end-semester question papers to examination section Attendance Report to be displayed by faculty Last date of instruction of odd semester 01/05/2022 (Sunday) – Maharashtra Day
42	06.05.2022 to 13.05.2022	Display and submission of in-semester evaluation marks to examination section End semester examination begins Review of Faculty and Staff position Dept. and BOG approval for Adhoc Faculty and Staff Preparation of Calendar
43	13.05.2022 to 18.05.2022	Review of assessment progress Publish Advertisement for Adhoc Faculty and Staff End Semester Examination over Interview for staff positions
44	23.05.2022 to 27.05.2022	Review of assessment progress Department meeting 4 Discussion and preparation of work load
45	27.05.2022 to 31.05.2022	Showing assessed Answer Books and Synoptic to Students Allotment of projects to M.Tech. students
46	03.06.2022 to 08.06.2022	Submit remedial coaching plan by the faculty to HoD Inform the failure students about remedial coaching STTP
47	10.06.2022 to 15.06.2022	Declaration of end semester results of all courses Remedial coaching for weak students starts Interview of Adhoc Faculty and Staff
48	17.06.2022 to 22.06.2022	Issue appointment letters to Regular /Adhoc Faculty and Staff

49	24.06.2022 to 29.06.2022	Re examination starts Preparation of Time table M.Tech. Dissertation Submission Dept. Annual Progress Report
50	08.07.2022 to 12.07.2022	Declaration of re examination results
51	08.07.2022 to 13.07.2022	Display of time table on web site and on notice board. Details of Lab Consumables and
52	15.07.2022	First day of Academic Year 2018-2019

Professor and Head
(MED)