



PIMPRI CHINCHWAD EDUCATION TRUST'S
Pimpri Chinchwad college of Engineering & Research Ravet,
Pune

Record No.:
ACAD/R/03-A

Academic Year: 2019-20

Department Event Calendar

Term - II

Date: 27/12/2019

Department: Department of First Year Engineering

Mon th	Day	Date	Activities	Responsible Person	Conducted On
Dec - 2019	Mon	30/12/2019	Department Meeting (HOD and Dept Faculties)	HOD (SKK)	
	Mon	30/12/2019	Meeting of Course Faculties with Course Coordinators	Course Coordinator	
	Tue	31/12/2019	Meeting of Mentor In-charge with Mentor Faculties	Mentor Incharge (MHD)	
January - 2020	Wed	01/01/2020	Review Meeting	HOD (SKK)	
	Wed to Thu	01/01/2020 to 02/01/2020	Update Notice Board and Web site (communicate information to stakeholders)	Notice Board Incharge (SLV)	
	Tue to Fri	07/01/2020 to 10/01/2020	Induction Program	Induction Program Coordinator (PBO)	
	Mon to Thu	06/01/2020 to 09/01/2020	HOD & Faculty Presentation & Lab Visit	HOD (SKK)	
	Mon to Fri	06/01/2020 to 10/01/2020	Course File Verification - I	DAC (SAP)	
	Mon to Fri	06/01/2020 to 10/01/2020	Mentor - Student Meet	All Mentors	
	Sat	11/01/2020	Course File Verification Report - I	DAC (SAP)	
	Mon	13/01/2020	Commencement of Teaching		
	Mon	13/01/2020	First Day Non-Reporting Student List	DAC (SAP)	
	Sun	26/01/2020	Republic Day (Non- Teaching Day)		
	Mon	03/02/2020	Defaulter students List - I	Class Teachers	
Tue to Sat	04/02/2020 to 08/02/2020	Unit Test - I	Internal Exam Incharge (PBO & AND)		
Mon to Thu	10/02/2020 to 13/02/2020	SPPU In Sem Exam			
Mon to Fri	10/02/2020 to 14/02/2020	Remedial Activities/Corrective Actions & Re-Test – I	DAC (SAP)		
Mon to Fri	10/02/2020 to 14/02/2020	Course File Verification- II	DAC (SAP)		
Mon to Fri	10/02/2020 to 14/02/2020	Letters to the Parent - I	Mentor Incharge (MHD)		
Mon to Fri	10/02/2020 to 14/02/2020	Monthly E-magazine By In-charge	E-magazine Incharge (SSB)		
Wed	12/02/2020	ARM- I	HOD (SKK), DAC (SAP)		
Mon	17/02/2020	Defaulter Students List – II	Class Teachers		
Mon to Thu	17/02/2020 to 20/02/2020	FEEDBACK - I	Feedback Incharge (AND)		
Tue	18/02/2020	Course File Verification Report - II	DAC (SAP)		
Wed	19/02/2020	Chhatrapati Shivaji Maharaj Jayanti Holiday			
Fri	21/02/2020	Mahashivratri Holiday			
Mon to Fri	24/02/2020 to 28/02/2020	MID Term Assessment	Class Teachers		
Mon to Thu	24/02/2020 to 27/02/2020	Mentor - Student Meet – II	All Mentors		
Fri	28/02/2020	A Meeting by Dept Mentor In-charge	Mentor Incharge (MHD)		
Sat	29/02/2020	Parents Meet	Mentor Incharge (MHD)		

March - 2020	Mon	02/03/2020	Defaulter students List - III	Class Teachers	
	Mon to Wed	02/03/2020 to 04/03/2020	MID Term Work Marks Submission	Class Teachers	
	Mon to Fri	09/03/2020 to 13/03/2020	Unit Test - II	Internal Exam Incharge (PBO & AND)	
	Tue	10/03/2020	Holi (2 nd day) Holiday		
	Mon to Fri	16/03/2020 to 20/03/2020	Remedial Activities/Corrective Action & Re-Test for Students	DAC (SAP)	
	Mon	16/03/2020	Defaulter Students List - IV	Class Teachers	
	Mon to Fri	16/03/2020 to 20/03/2020	Monthly E-magazine By In-charge	E-magazine Incharge (SSB)	
	Mon to Fri	23/03/2020 to 27/03/2020	Mentor - Student Meet - III	All Mentors	
	Mon to Fri	23/03/2020 to 27/03/2020	Letters to the Parent - II	Mentor Incharge (MHD)	
	Mon to Fri	23/03/2020 to 27/03/2020	END Term Assessment	Class Teachers	
	Tue	24/03/2020	ARM- II	HOD (SKK), DAC (SAP)	
	Wed	25/03/2020	Gudi Padawa Holiday		
	April - 2020	Tue	31/03/2020	A Meeting by Dept Mentor In-charge - III	Mentor Incharge (MHD)
Thu		02/04/2020	Ram Navami Holiday		
Mon to Wed		06/04/2020 to 08/04/2020	Feedback-II	Feedback Incharge (AND)	
Wed		08/04/2020	Conclusion of Teaching		
Thu to Mon		09/04/2020 to 13/04/2020	Crash Course	All Faculties	
Thu		09/04/2020	Provisional Detention List	Class Teachers	
Wed to Fri		15/04/2020 to 24/04/2020	Prelim Exam	Internal Exam Incharge (PBO & AND)	
Thu		23/04/2020	E-magazine of Semester By In-charge	E-magazine Incharge (SSB)	
Thu		23/04/2020	Final meeting by Dept Mentor In-charge	Mentor Incharge (MHD)	
Fri		24/04/2020	Compliance Sheet issue	HOD (SKK)	
Tue		28/04/2020	Final Detention List	HOD (SKK)	
Thu		30/04/2020	Term Work Marks Submission	Term Work Marks Coordinator (RNP)	
May - 2020		Mon to Wed	04/05/2020 to 06/05/2020	Course File Verification - III	DAC (SAP)
	Tue	05/05/2020	Final Term Work Marks	Term Work Marks Coordinator (RNP)	
	Fri	08/05/2020	Final Course File Verification Report	DAC (SAP)	
	Tue	12/05/2020	ARM III & Semester End Review Meeting	HOD (SKK), DAC (SAP)	
	Mon	18/05/2020 Onwards	SPPU End Semester Examination		

Working days^s AY-2019-20 SEM-II:

Month	Dec -2019	Jan -2020	Feb -2020	Mar-2020	Apr-2020	Total working Days
No. of Working Days	00	16	17	22	05	60
Commencement of teaching: -	13/01/2020			Conclusion of teaching: -	08/04/2020	

^sWorking Saturdays were considered. *Tentative Schedule may change as per SPPU exam Schedule.

- Note: 1) Any changes in Academic and activity Calendar shall be informed separately
 2) **Principal Meet (ARM) will be Conducted once in a Month**
 3) HODs meet with dept Faculties at-least twice in Month and as per required.
 4) Holiday on 1st and 3rd Saturday of every month.

Department Academic Co-ordinator

Head of the Department