



Vision : To be the most sought-after Polytechnic that others would wish to emulate.

Mission : Creating Exuberant Technical Professionals.

Computer Engineering Department Even Semester Academic Calendar 2023-24

Sr. No	Activities	1 st Year	2 nd , 3 rd Year	Responsible Person	Remark
1.	Duration of Semester	1st January 2024 to 9th April 2024		All	14 Weeks
2.	Declaration of Winter 2023 Result	As per MSBTE		MSBTE	
3.	Result Analysis of Winter 2023	After Declaration of Results		All H.O.D's	Report should be submitted to Principal
4.	Improvement Test	As per Teaching Plan		Subject Teacher	Record should be CIAAN
5.	Students Orientation	Last week of December(FY) & First week of January(SY & TY)		HOD & Advertisement Controller	
6.	Faculty & Staff Orientation(NBA/OBE/ISO/Academics)	28th December 2023		Admin & Academic Coordinator	
7.	Departmental Stock Verification	1st January to 5th January 2024		Store In-charge and All Dept.	
8.	Students Registration	1st Jan 2024 & 3rd Jan 2024		HODs , Account Section & Team	
9.	Verbal feedback of staff	22th & 23th Jan 2024		HOD	
10.	Mock IAMC	15th January to 17th January 2024		All IAMC Members	
11.	Personality & Entrepreneurship Program	3 rd week of Jan 2024		HOD & Coordinator	
12.	State Level Quiz Competition	3 rd week of Jan 2024		HOD & Coordinator	



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 Raigad District

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13.	Expert Lecture	4 th week of Jan 2024	HOD & Coordinator	
14.	Meeting of CR with Principal	4 th week of Jan 2024	Academic Coordinator	
15.	Meeting of Students Council with Principal	4 th week of Jan 2024	Students Council	
16.	I.V for final year	4 th week of Jan 2024	HOD & Coordinator	
17.	Library Orientation	3 rd week of Jan 2024	Librarian & Team	
18.	Exam Form Filling Date Without fine (With Normal Fees)	6th February to 19th February 2024	All Clerk	
19.	Exam form filling Date with Fine Rs.200/-	21st February & 22nd February 2024	Dept. Clerk	
20.	Exam form filling Date with Fine Rs.1500/-	24th February & 25th February 2024	Dept. Clerk	
21.	PTT-1*	12th February to 14th February 2024 as per MSBTE	PTT In-charge	Subjected to syllabus completion*
22.	Meeting with HOD's, A.C. & Principal Based on CR's Feed back	1 st week of Feb 2024	Academic Coordinator	
23.	NBA Review Meeting	6th February 2024	HOD & Criterion Owner	
24.	Expert Talk	1 st week of Feb 2024	HOD & Coordinator	
25.	Staff feedback – 1	8th & 9th February 2024	HOD's	
26.	Staff Feedback – 1 Review meeting	12th February 2024	Mr. Naufil Sayyed	
27.	MSBTE sponsored FDP	12/02/2024 to 16/02/2024	HOD & Coordinator	
28.	Sports week	20th Feb to 23th Feb 2024	Sports Controller	
29.	Placement Data collection	2 nd week of February	Dept. Clerk & TPO	



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30.	Social Activity: Health Check-up Camp	3 rd week of Feb 2024	Cultural Team	
31.	Hackathon 2024	3 rd week of Feb 2024	HOD & Coordinator	
32.	Expert Talk	Last week of Feb 2024	HOD & Coordinator	
33.	Project Seminar	Last week of Feb 2024	HOD & Project Coordinator	
34.	Department level meeting with Staff and GFM	Dept. level	H.O.D	After Every 15 Days
35.	Expert /Personality & Entrepreneurship program	1 st week of Mar 2024	H.O.D & Coordinator	
36.	Alumni Data collection & verification from previous & current year	2 nd week of Mar 2024	Dept. Clerk & Dept. Alumni Controller	
37.	Black Book Submission	3 rd week of Mar 2024	H.O.D & Coordinator	
38.	PTT-2*	March 26 to March 28 2024 as per MSBTE	PTT In-charge	Subjected to syllabus completion*
39.	Online industrial Training registration	As per MSBTE Schedule	H.O.D's And Class coordinator	
40.	School Visit	November 2023 to March 2024	Advertisement Controller	
41.	EOA	As per AICTE	AICTE Coordinator	
42.	Review & Confirmation of ISO procedure	December Last week 2023	ISO MR & JMR	
43.	Alumni Meet	First week of June 2024	Alumni Controller	



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44.	Open House (Parent Meet) / Felicitation of Star Performer Students and Faculties	After Declaration of Winter 23 Result	All HOD's & Dept Cultural Team	
45.	EAMC	As per MSBTE	All	
46.	Pre Placement & EDP Activity	First Week of March 2024	TPO / HODs	
47.	Final Year Project Completion	Third week of March 2024	Project Controller	
48.	Tech –Era State level Project Exhibition/ Inter college Project Exhibition	Fourth week of March 2024	Project Controller	
49.	Student's Farewell	Department level	H.O.D's	
50.	NOC & Hall Ticket Distribution	First Week of April 2024	All Subject Teachers & Clerks	
51.	Practical Exam	10th April to 19th April 2024	Practical Exam In-charge & HOD's	
52.	HOD confirmation of mark sheets	19th April 2024	HOD's	
53.	Faculty / Staff Appraisal Submission	4th Week of April 2024	HODs & Admin.	
54.	Summer 2024 Theory Exam	23rd April to 16th May 2024	As Per MSBTE	
55.	Industrial training after IV semester for I-scheme candidates.	20th May to 29th June 2024 (As per MSBTE Guidelines)	HOD	



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56.	Advertisement	April to July 2024	Advertisement Controller	
57.	Admission	As per DTE/Competent Authority	Admission Controller	
58.	Internal Audit ISO	Last week of June 24	ISO MR & JMR	
59.	Expected EAMC Result	As per MSBTE	MSBTE	
60.	Summer vacation*	MSBTE/DTE	Principal	Subjected to RAC, EXAM DC, NBA , ISO , FC etc.
61.	Result declaration of Summer 2024	Third week of June 2024	MSBTE	

Note: National & Social holidays as per central government /state government and statutory Bodies.

Ms.Khan Shaista
(I/c H.O.D CO Dept)

Mr. Zeeshan Khan
(Academic Coordinator)

Mr. Jamil Talukdar
(Jt. Academic Coordinator)

Prof Arif Shaikh
(I/C Principal)