



### Institute & Department Level Academic Calendar 2023-24(ODD-1,3 & 5 Semester)

Sr. No	Activities	1st Year	2nd Year	3rd Year	Responsible Person	Remark
1	Duration of semester	*August 10 - November 24, 2023	July 17 - November 10, 2023	July 24 - November 10, 2023	HODs	
2	Mentoring of Academic Weaker Students	NA	First week of August 2023 to Last week of November 2023	First week of August 2023 to Last week of November 2023	Mr. Basheer Chishti	
3	Declaration Summer 2023 Result	June 29 2023	June 29 2023	June 29 2023	MSBTE	
4	Departmental Stock Verification	July 10 -July 14, 2023	July 10 -July 14, 2023	July 10 -July 14, 2023	Store Incharge & Lab Assistants	
5	Result Analysis of Summer 2023	July 5 2023	July 5 2023	July 5 2023	HOD's & Clerk	
6	Faculty & Staff Orientation(NBA/OBE/ISO/Academics)	Saturday, July 15, 2023	Saturday, July 15, 2023	Saturday, July 15, 2023	Mr. Aamir Siwani & Mr. Zeeshan Khan	
7	Students Registration	NA	July 17 to July 21 2023	July 24 to July 26 2023	HODs & Department Clerk	
8	Student's Induction	Third week of August	First week of August	First week of August	Dr. Faimida Sayyed & HOD's	
9	Library Orientation	Third week of August	Last week of July	Last week of July	Mr. Quazi Arshaduddin	
10	NBA Review	Last week of August	Last week of August	Last week of August	Mr. Arif Shaikh	
11	Alumni Meet	NA	NA	Saturday, October 7, 2023	Mr. Yaseen Shaikh	
12	Project Group Formation	NA	NA	2nd week of August	HOD's & Project Co-ordinator	
13	Project Topic Finalization	NA	NA	25th August 2023	HOD's & Project Co-ordinator	
14	Project Guide Allocation	NA	NA	30th August 2023	HOD's & Project Co-ordinator	

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15	Expert Talk	One in Even Semester	2nd week of August	2nd week of August	HOD's & Co-ordinator	
16	Department Level meeting with Staff & GFM	After every 14 days				HOD's
17	Alumni Data collection	NA	NA	During Distribution of Diploma Certificate	Mr. Yaseen Shaikh & Mrs. Heena Shaikh	
18	Placement Data Collection	NA	NA	Second week of August 2023	Mr. Shahezad Pathan	
19	Verbal Feedback	August 31 2023	August 08 & August 09, 2023	August 08 & August 09, 2023	HOD's	
20	Mock IAMC	Third week of August	First Week of August	First Week of August	HOD's & IAMC members	
21	Personality Development Program		Last week of August	Last week of August	HOD's & Co-ordinator	
22	Staff Feedback -1	Monday, September 11, 2023	August 24 -August 25, 2023	August 24 -August 25, 2023	Mr. Naufil Sayyed	
23	PTT-1	September 13 to September 15, 2023	September 04 -September 06, 2023	September 04 -September 06, 2023	HODs & PTT Incharge	
24	Expert Talk		1st week of september	1st week of september	HOD's & Co-ordinator	
25	Industrial Visit		3rd Week of September	3rd Week of September	HODs & Co-ordinator	
26	Pre-Requisite for Direct Second Year	NA	Last Week of September	NA	HODs & Co-ordinator	
27	Meeting of CR with Principal	Thursday, September 21, 2023	Thursday, September 21, 2023	Thursday, September 21, 2023	Mr. Zeeshan Khan	
28	Meeting of Students Council with Principal	Thursday, September 21, 2023	Thursday, September 21, 2023	Thursday, September 21, 2023	Mr. Sohail Kazi	
29	Open House (Parent Meet) / Felicitation of Star Performer Students and Faculties	Saturday, September 30, 2023	Saturday, September 16, 2023	Saturday, September 16, 2023	Cultural Team	
30	Personality Development Program		Last week of September 2023	Last week of September 2023	HOD's & Co-ordinator	
31	Meeting with HOD's , AC & Principal based on CR's Feedback	Last week of September 2023	Last week of September 2023	Last week of September 2023	Academic Coordinator & Principal	

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32	Exam Form Filling Date Without fine (With Normal Fees)	**September 11 -24, 2023	September 11 -24, 2023	September 11 -24, 2023	Department Clerk & Exam Cell	
33	Exam form filling Date with Fine Rs.200/-	**September 26 -28, 2023	September 26 -28, 2023	September 26 -28, 2023	Department Clerk & Exam Cell	
34	Exam form filling Date with Fine Rs.1500/-	**September 30 -October 02, 2023	September 30 -October 02, 2023	September 30 -October 02, 2023	Department Clerk & Exam Cell	
35	Expert Talk		1st week of October	1st week of October	HOD's & Co-ordinator	
36	Review of Internal Audit of ISO	First week of October 2023	First week of October 2023	First week of October 2023	ISO MR	
37	Social Activity: Health Check up Camp	Second week of October 2023	Second week of October 2023	Second week of October 2023	Dr. Faimida Sayyed & HOD's	
38	Final Audit ISO	Last week of October 2023	Last week of October 2023	Last week of October 2023	ISO MR	
39	Improvement test	After Completion of 10% Syllabus			Subject Teachers	
40	Final Year Synopsis Submission	NA	NA	25th October2023	HOD's & Project Co-ordinator	
41	School Visit's	Monday, October 16, 2023	Monday, October 16, 2023	Monday, October 16, 2023	Advertisement Controller	
42	EAMC	As per the MSBTE Guidelines	As per the MSBTE Guidelines	As per the MSBTE Guidelines	MSBTE	
43	Pre Placement & EDP Activity	NA	NA	First week of November	Mr. Shahezad Pathan	
44	PTT-2	November 06 -November 08, 2023	October 25 -October 27, 2023	October 25 -October 27, 2023	HODs & PTT Incharge	
45	NOC & Hall Ticket Distribution	November 13 -November 16, 2023	October 30 -November2, 2023	October 30 -November2, 2023	Department Clerk	
46	Practical Exam	November 25 -November 30, 2023	November 16 -November 24, 2023	November 16 -November 24, 2023	HODs & Practical Incharge	
47	HOD confirmation of mark sheets	December 1 2023	November 25 2023	November 25 2023	HOD's	
48	Winter 2023 Theory Exam	December 1 - December 22 2023	December 1 - December 22 2023	December 1 - December 22 2023	Exam Cell	

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49	Commencement of Next Even Semester 2023	January 1 2023	January 1 2023	January 1 2023	Institute	
50	Result declaration of Winter 2023	Fourth Week of January 2023	Fourth Week of January 2023	Fourth Week of January 2023	MSBTE	

**Mr. Zeeshan Khan**  
Academic Coordinator

**Mr. Jamiluddin Talukdar**  
Jt. Academic Coordinator

**Ms. Shaista Khan**  
I/C H.O.D CO Dept

**Prof Arif Shaikh**  
I/c Principal