



Xavier Institute of Engineering

Mahim, Mumbai 400016

Department of Electronics and Telecommunication Engineering

(Programme accredited by National Board of Accreditation - NBA)

EXTC Department Academic Calendar

Activity plan for the Odd Semester: III / V / VII

(Academic Year 2023-2024)

S.N	Date	Activity	Responsibility
1.	Third week of June 2022	Completion of Lab Procurement, Maintenance, Stock Verification, Display of Timetable on Notice Board	HOD, Faculty, Lab Assistants and System Administrator
2.		Departmental Meeting of Teaching Faculty to review the Teaching-Learning Process: Attendance, Detail Lesson Plan, Rubrics for Lab, Project and Interim Feedback Form	
3.		Preparation / Updation of Student handbook, Lab manuals, Accreditation related documentation, and Departmental website	
4.	Last Week of June	Procurement of Stationery for Staff and Students	General Office
5.		Display of Timetable	Time Table In-charge
6.	1 st Week of July	Department Assessment Committee Meeting	HoD
7.	3 rd July	Commencement of Semester V, VII (TE / BE)	Faculty
8.	17 th July	Commencement of Semester III (SE)	Faculty
9.	Last Week of July	Mentor-Mentee allocation (SE)	HoD, SE Class Teacher
10.	18 th July 2023	Question Bank for First Internal Assessment Test (IAT-I) for SE / TE / BE	Faculty
11.	Last Week of July	Allocation of BE Projects	Project In-charges
12.	1 st Week of August	Department Advisory Board Meeting	HoD
13.	4 th August 2023	Question Bank for Second Internal Assessment Test (IAT-II) for SE, TE, BE	4th August 2023
14.	5 th August	Department Meeting (Teaching and Non-Teaching)	HoD
15.	11 th August	Display of First Defaulter List (SE, TE, BE) and communication to their Parents	Class Teachers
16.	17 th August	Meditation session	Faculty

17.	19 th August 2023	Parents-Teachers-Meet of Students in the Defaulter List	Class / Subject Teachers
18.	3 rd Week of August	BE Project Progress Evaluation – I	Project Guides
19.	25 th – 2 nd September	Internal Assessment Test-1 (IAT-I) for SE, TE, BE (Tentative)	Exam In-charges
20.	2 nd Week of September	Declaration of IAT-I results (SE, TE, BE)	Class Teachers
21.	3 rd Week of September	BE Project Progress Evaluation – II	Project Guides
22.	3 rd Week of September	Department Meeting (Faculty)	HoD
23.	4 th Week of September	Display of Defaulter List – II (SE, TE, BE) and communication to their Parents	Class Teachers
24.	5 th October	Yoga Session	Faculty
25.	9 th -16 th October	Second Midterm Test (IAT-II) for SE, TE, BE (Tentative)	Exam In-charges
26.	13 th October 2023	Display of Final Defaulter List (SE, TE, BE) and communication to their Parents	Class Teachers
27.	21 st October 2023	Parents-Teachers-Meet of Students in the Final Defaulter List	Class Teachers
28.	3 rd Week of October	Department Meeting (Faculty)	HoD
29.	Fourth week of October 2023	Declaration of IAT-II results (TE/ BE)	HODs/ Faculty
30.	Last Week of October	Mini-Projects, BE Project Progress Evaluation – III Students' Termwork submissions	Faculty
31.	Last Week of October	Commencement of Oral and Practical Examinations (SE, TE, BE) – Odd Semester	Faculty, Non-Teaching Staff
32.	Last week of October and First week of November 2023	Remedial Classes	Class Teachers
33.	3 rd Week of November	Department Meeting (Faculty)	HoD
34.	3 rd Week of November	Commencement of University End Semester Exams (SE, TE, BE) – Odd Semester	Faculty, Non-Teaching Staff
35.	3 rd Week of December 2023	Department Meeting, Conclude semester Teaching-Learning process, Load allocation and draft Timetable for following Even Semester	HOD, Faculty, Non-Teaching Staff
36.	1 st January 2024	Tentative Commencement of Even Semester (SE, TE, BE)	Faculty, Non-Teaching Staff



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