



XAVIER INSTITUTE OF ENGINEERING

Mahim, Mumbai 400016

Department of Information Technology

(NBA Accredited)

(Approved by AICTE, Govt. of Maharashtra and Affiliated to University of Mumbai)

ACADEMIC CALENDAR

Activity plan for the Even Semester: IV/ VI/ VIII Academic Year:2023-2024, Mumbai University (Summer Session)

S.N	Date	Activity	Responsibility
1.	1 st Week of January 2023	Completion of Lab procurement, Maintenance, Stock verification, Display of Timetable, Preparation for FDP/ STTP	HOD, Lab In-Charges, Lab Assistants
2.	8 th January	Commencement of Even Semester (Academic Year 2022-2023 of SE, TE, BE)	Faculty, Non-Teaching Staff
3.	3 rd Week of January	<ul style="list-style-type: none">• Departmental Meeting of Faculty to review the Teaching-Learning Process• Program Assessment Committee (PAC) Meeting• Departmental meeting of Faculty and Non-Teaching Staff	HOD, Faculty, Non-Teaching Staff
4.	4 th Week of January	Question Bank for First Internal Assessment Test (IAT1)	Faculty
5.	1 st Week of February	BE Project Progress Evaluation-I	Project In-Charges, Project Guides
6.	3 rd Week of February	Display of Defaulter List - I and communication to the Parents of the students in the Defaulter List	Class Teachers
7.	17 th February	Department Meeting (Faculty)	HOD
8.	4 th Week of February	Internal Assessment Test-1 (IAT1) *Tentative	Exam In-Charges
9.	2 nd March	Parent-Student Meet with Faculty	Class Teachers
10.	1 st Week of March	<ul style="list-style-type: none">• Display of IAT-I Result• Question Bank for Second Internal Assessment Test (IAT-2)	Faculty
11.	2 nd Week of March	Remedial Classes for IAT-1 Failures	Class Teachers, Faculty
12.	15 th March	Internal Academic Audit -1 (2023-24)	HOD, Class Teachers, DQAC Co-ordinator
13.	3 rd Week of March	BE Project Progress Evaluation-II	Project In-Charges, Project Guides
14.	5 th Week of March	Display of Defaulter List - II and communication to the Parents of the students in the Defaulter List	Class Teachers
15.	22 nd March (Third Friday)	Department Meeting (Faculty)	HOD

16.	2 nd Week of April	IQAC Internal Academic Audit (Odd Semester Academic Year 2023-24)	HOD, DQAC Coordinator
17.	2 nd Week of April	Internal Assessment Test-2 (IAT2) *Tentative	Exam In-Charges
18.	3 rd Week of April	Display of Final Defaulter List, Remedial Classes, ATKTK Tests	Class Teachers, Faculty
19.	3 rd Week of April	BE Project Progress Evaluation III	Project In-Charges, Project Guides
20.	4 th Week of April	Display of IAT-II Result	Faculty
21.	16 th April (Third Saturday)	Department Meeting (Faculty)	HOD
22.	4 th Week of April	Students' Term-Work Submissions	Faculty
23.	4 th Week of April	External Academic Audit (Odd Semester Academic Year 2022-23)	Faculty
24.	24 th April to 7 th May	Oral, Practical Exams	Faculty, Non-Teaching Staff
25.	4 th May (First Saturday)	Department Meeting (Faculty) Conclude Semester Teaching-Learning Process, Allocate Teaching-load	HOD
26.	10 th May	Commencement of University End Semester Exams	Faculty, Non-Teaching Staff
27.	First Week of July	Department Advisory Board (DAB) Meeting	HOD, DAB Members
28.	8 th July 2024	Commencement of Next Academic Year (2024-2025) Odd Semester for SE, TE, BE	Faculty, Non-Teaching Staff



Dr. Jaychand Upadhyay

(Head of Department)

CC: Principal, Department Main Notice Board, Laboratory Notice Boards, HOD's Notice Board, Website, Department File