

G.H.RAISONI POLYTECHNIC, NAGPUR

BOTH SHIFT

Tentative Institute Activity Calendar 2015-16 (Odd Sem)

Month	Date/ week	Activity	Remark
June-15	1 st week	Formation of Parent-Guardian Scheme (Menter –Mantee)	
	08/06/2015 to 10/06/2015	Academic Audit	Subject teacher should keep subject file , PPT etc
	10/6/2015	Upload Subject-wise PPT (Odd Sem)	
	15/06/2015	College Reopening	Implement regular Time Table
	3 rd week (in 1 st half session)	Induction Program on curriculum Orientation by HOD for 3 rd Sem students	Cover importance of subject and discuss Teaching Scheme
	3 rd week	Submission of result analysis in the prescribed format	Submit result analysis within two days after the announcement of MSBTE Summer-15 result
	Within 4 days after the announcement of results	Felicitation of MSBTE topper students	Dept. activity-Award certificates
	4 th week	Installation of Students Forum	Depute students for various post of Student Forum, CR & other activity incharges.
	4 th week	Guest Lecture	Arrange preferably on Saturday in 2 nd half. Prominent person from industry/ academician
Summary for month June : <ol style="list-style-type: none"> 1) Target for theory syllabus & Practical – Completion of Theory syllabus 10% & 01 Practical upto June end. 2) Conduct one guest lecture of prominent person from industry/academician 3) Upload subject wise PPT for all theory subjects of Odd Sem. 4) Installation of students Forum and deputation of C.R. & other activities incharges. 5) Allotment of Parent Teachers - section wise & batch wise. 6) Induction Program on Curriculum Orientation by HOD for 3rd Sem students 7) Felicitation of MSBTE topper students 			
July-15	1 st week	Students Forum I/C & C.R. meeting with Principal	Meeting in conference Hall, 2:30pm to 3:00pm
	1 st week	Time Table for remedial coaching of failure students and identification of slow learner students	Flash Time Table along with list of student upto 30/07/2015.Arrange classes during the span 2.30pm to 3.30pm and on holidays
	03/07/2015	HOD meeting (syllabus coverage & attendance)	Review completion of 10% theory syllabus & 01 Practical upto June end
	03/07/2015	1 st Provisional Detention List	Circulate & flash on student Notice board & send letter to parents
	2 nd week	Guest Lecture	Arrange preferably on Saturday in 2 nd half. Prominent person from industry/ academician
	18/07/2015	Ramadan (Eid al-Fitr) celebration	Promote students to celebrate
	3 rd week	Industrial Visit	Arrange preferably on Saturday or Holiday/Weekly holiday
	4 th week	Dept. Forum Activity	Conduct activities such as quiz, paper presentation, painting/ poster making, debate, essay, photography, dance, swimming, slow cycling, sports – Badminton, table tennis, carom, chess, volleyball, cricket etc., Junk yard competition, science project model, singing, etc for 2 nd & 3 rd Yr. students or for high school students.
	4 th week	Unit Test -I (cover all Theory Subjects)	In case of shortage of theory lectures, conduct Unit Test in practical classes batch wise
	26/07/2015	Celebration of Kargil Victory Day (Shahid Divas)	Conduct activity through student forum
Summary for month July : <ol style="list-style-type: none"> 1) Target for theory syllabus & Practical – theory syllabus 40% & Practical 40% upto July end 2) Conduct one Guest Lecture & one Industrial Visit 3) Conduction of one activity per department under dept. forum activity. 4) Celebration of Kargil Victory Day (Shahid Divas) and Ramadan (Eid al-Fitr) celebration 5) Flash Time Table along with list of student upto 30/07/2015.Arrange classes during the span 2.30pm to 3.30pm and on holidays 6) Flash 1st Provisional Detention List 			

Aug. - 2015	03/08/2015	HOD meeting (syllabus coverage & attendance)	Review on completion of 40 % Th syllabus & 40% Practicals upto July end
	03/08/2015	2 nd Provisional Detention List	Circulate & flash on student Notice board & send letter to the parents
	2 nd week	First Class Test (PTT-1)	40 % Theory syllabus
	2 nd week	Parent-Teacher meet-1	Make it compulsory for all the parents particularly those whose ward name appears in provisional detention list
	3 rd week	Industrial Visit	Arrange preferably on Saturday or Holiday/Weekly holiday
	4 th week	Guest Lecture	Arrange preferably on Saturday in 2 nd half. Prominent person from industry/ academician
	4 th week	1 day trip nearby Nagpur	
	4 th week	Home Assignment - 1	
	4 th week	Unit Test - 2	
	4 th week	Dept. Forum Activity	Conduct activities such as quiz, paper presentation, painting/ poster making, debate, essay, photography, dance, swimming, slow cycling, sports – Badminton, table tennis, carom, chess, volleyball, cricket etc., Junk yard competition, science project model, singing, etc for 2 nd & 3 rd Yr. students / for high school students.
4 th week	Academic audit & Academic Monitoring work		
Summary for month Aug.:			
1) Target for theory syllabus & Practical – completion of theory syllabus 70% & Practical 70% upto Aug end			
2) Conduct one guest lecture & one Industrial visit			
3) Conduction of one activity per department under dept. forum activity.			
4) Home Assignment – 1 & Unit Test - 2			
5) First Class Test (PTT-1)			
6) Parent-Teacher meet-1			
7) Flash 2 nd Provisional Detention List			
8) 1 day trip nearby Nagpur			
9) Academic audit & Academic Monitoring work			
Sept. - 2015	1 st week	First Internal Academic Monitoring	
	1 st week	Allotment of subject & schedule for PPT preparation for EVEN SEM. Subjects	All HODs/Coordinators should submit schedule of PPT preparation Chapter wise
	05/09/2015	Teachers day	expected to conduct teachers day by organizing event in nearby school, old age home, orphan age home, tree plantation etc.
	03/09/2015	HOD meeting (syllabus coverage & attendance)	Review on completion of 70 % Theory syllabus & 70% Practicals upto Aug end
	3/09/2015	3 rd Provisional Detention List	Circulate & flash on student Notice board & send letter to the parents
	15/09/2015	Engineers day & Felicitation of MSBTE Topper students	
	3 rd week	Industrial Visit	Arrange preferably on Saturday or Holiday/Weekly holiday
	3 rd week	First External Academic Monitoring	
	3 rd week (Monday to Saturday)	Progressive skill test (PST)	Conduct PST on 80% of Total experiment during practical period batch wise as per regular time table
	4 th week	1 day trip to adventure camp	
	4 th week	Guest Lecture	Arrange preferably on Saturday in 2 nd half. Prominent person from industry/ academician
	4 th week	Dept. Forum Activity	Conduct activities such as quiz, paper presentation, painting/ poster making, debate, essay, photography, dance, swimming, slow cycling, sports – Badminton, table tennis, carom, chess, volleyball, cricket etc., Junk yard competition, science project model, singing, etc for 2 nd & 3 rd Yr. students or for high school students.
	Summary for month Sept. :		
1) Target for theory syllabus & Practical – completion of theory syllabus 100% & Practical 100% upto Sept end			
2) Allotment of subject & schedule for PPT preparation for EVEN SEM. Subjects			

	3) First Internal & External Academic Monitoring 4) Teachers day & Engineers day & Felicitation of MSBTE Topper students 5) Flash 3 rd Provisional Detention List 6) Conduct one guest lecture & One Industrial visit 7) Conduction of one activity per department under dept. forum activity. 8) Progressive skill test (PST) 9) 1 day trip to adventure camp		
Oct. -2015	1 st Week	Final submission	
	1 st week	Parent-Teacher meet-2	
	02/10/2015	Gandhi Jayanti	
	03/10/2015	HOD meeting (syllabus coverage & attendance)	Review on completion of 100 % TH syllabus & 100% Practicals upto Sept end
	15/10/ 2015	Final Detention List	
	2 nd week	Second Class Test (PTT-2)	On remaining 40% syllabus (theory syllabus excluding syllabus of PTT-1)
	2 nd & 3 rd week	Pre-Board Exam	Objective type Question Paper for online Exam Subject Remaining Question Paper as per MSBTE Pattern (100% syllabus)
	3 rd week	Felicitation of Pre-board Exam Topper (Dept. wise activity)	Dept. activity-Award certificates
	26/10/2015 to 06/11/2015	MSBTE Winter Practical/ Oral Exam	
	4 th week	Online students feedback	
	Summary for month Oct: 1) Target for theory syllabus & Practical – theory syllabus 100% & Practical 100% 2) Final Detention List 3) Conduct one guest lecture & One Industrial visit 4) Conduction of one activity per department under dept. forum activity. 5) Second Class Test (PTT-2) & Pre-Board Exam 6) Parent-Teacher meet-2 7) Gandhi Jayanti celebration 8) MSBTE Winter Practical/ Oral Exam 9) Online students feedback		
Nov.- 2015	11/11/2015 to 16/11/2015	Diwali Break	
	19/11/2015 to 10/12/2015	MSBTE Winter Theory Exam	
	26/11/2015	Winter RAC - 2015	
	28/11/2015	Upload Subject wise PPT(Even Sem)	
		Summary for month Nov.: 1) MSBTE Winter Theory Exam & Winter RAC - 2015 2) Upload Subject wise PPT(Even Sem)	

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