Department of E&TC Engineering
Administrative Calendar of HOD
2022-23 SEM-II

Month	Week	Departmental Activities
Feb	3rd	• Load distribution & time table. • Dept. Academic Calendar • Finalizing Roll Call list
	4th	• 20th Feb - Commencement of Sem-II for TY & B. Tech. • Orientation programs for all classes (First week) [HOD, CC, TPO, NPTEL coordinator, Project coordinator] • Distribution of proctor teachers • Funding proposal submission • Review of last AY training & internship • Mark uploading to DBATU portal
	5th	• Website updating • Mini project topic and guide finalization
Mar	1st	• Collection of teaching plan and Practical conduction plan • 1st March Display of attendance • Review of self-learning courses for B. Tech. • Review of Internship and Project titles • Diploma connect activities
	2nd	• Review of NPTEL courses, Review of Minor & Honors • 8th March Women's day • Departmental File updating
	3rd	• Alumni Meet (Pune) • GATE result • CA-1 Exam of TY & B. Tech.
	4th	• 20th March Commencement of Sem-II for SY • Orientation programs for SY classes [HOD, CC, TPO, NPTEL coordinator, Project coordinator] • First Teaching-Learning feedback from students (TY and B Tech) • Review of Guest Lecture Conduction, Review of Practical Conduction, and Review of NPTEL courses. • Review of Minor & Honors & Review of industrial visits • *AEXS activity*
	5th	• Mid semester Examination (T.Y. and B. Tech.) • Scholars and slow learners list for T.Y. & B. Tech. • Review of syllabus completion
Apr	1st	• Display of attendance and defaulter list • Intimation to parents through sms and letter (students' progress) • First Teaching-Learning feedback from students (S.Y.) • CA-1 Result of TY and B. Tech. Classes, Progress Report to Parents • Review of mini project, Project, Internships and Skill development courses. • Parent Meet (TY) • AEXS activity
	2nd	• Website update and file update • Intimation of result to parents • Diploma connect review • DAB meeting • Drone Workshop
	3rd	• Mid-sem. Results • Maintenance of equipment • Performance review of slow learner and scholar students and • Remedial measures for slow learners • AMC Audit

	4th	•	Review of self-learning courses
		•	Review of mini project and Project
		•	Placement review and action plan
		•	AEXS activity
	5th	•	Review of syllabus completion
		•	Review of mini project, Project, Internships and Skill development courses
		•	Roboclub activity
May	**1st**	•	Display of attendance and defaulter list
		•	CA-1 Exam of SY
		•	End-sem. feedback (TY)
		•	Intimation to parents (progress report)
		•	Website update
		•	PTA meeting
	2nd	•	CA – 1 result of SY
		•	Scholars and slow learners list for S.Y.
		•	Maintenance of equipment
		•	Review of mini project and Project
		•	Course exit survey for TY and B. Tech.
		•	AEXS activity
	3rd	•	Placement review and action plan
		•	Review of Publications and patents
	4th	•	Mid semester Examination (SY)
		•	Submission and oral exam for TY and BTech
	5th	•	POE (TY and B. Tech.)
		•	Mid sem. result display for S.Y.
		•	Slow learner and scholar for S.Y.
		•	Remedial classes for TY and B. Tech.
		•	Attendance of semester for TY and B. Tech
		•	End of classes for TY and BTech.
June	**1st**	•	Mark uploading on DBATU Portal
		•	Review of Guest Lecture Conduction
		•	Review of Practical Conduction
		•	Review of NPTEL courses & of Minor & Honors
	2nd	•	Review of syllabus completion
	3rd	•	Competition / activity for SY students
		•	Website update
		•	Placement review
		•	**End of classes (SY)**
	4th	•	Student extension activity
	5th	•	NPTEL course registration course (Minor/Honors)
		•	Plan for skill development course
		•	Project exhibition
July	**1st**	•	Display of attendance and defaulter list (SY)
		•	Review of syllabus completion (SY)
		•	Course Exit survey (SY)
		•	Review of Internship and training
	2nd	•	Submission and POE of SY
	3rd	•	Remedial classes
		•	PA forms and appraisal (Activity of 1st SEM & 2nd SEM)
		•	Dead stock verification

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						