



**Fr. C. Rodrigues Institute of Technology, Vashi,  
Navi-Mumbai**

**Department of Information Technology Engineering  
Department Academic & Other Activities Calendar for SE, TE and BE  
FH-2023**

| <b>A. Term Outline &amp; Academic Activities</b> |  |   |
|--|--|---|
| <b>S.N</b>                                       | <b>Activity</b>  | <b>Duration/Date</b>  |
| 1.   | DSY students IA2 Sem III   | 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> January 2023                |
| 2.   | Start of the Term  | 09 <sup>th</sup> January 2023   |
| 3.   | Commencement of classes  | 09 <sup>th</sup> January 2023   |
| 4.   | Project Presentation-Stage I (Final Year Students)   | 16 <sup>th</sup> January 2023   |
| 5.   | 1 <sup>st</sup> Attendance monitoring meeting<br>Defaulters list meeting (Academic + Attendance)             | 23 January 2023 (attendance up to 21st Jan 2023)                                |
| 6.   | Holiday ( Republic Day celebration )   | 26 <sup>th</sup> January 2023   |
| 7.   | 2 <sup>nd</sup> Attendance monitoring meeting<br>Defaulters list meeting (Academic + Attendance)             | 04 <sup>th</sup> February 2023 (attendance up to 3 <sup>rd</sup> February 2023) |
| 8.   | Assignment Test-1 for Semesters IV, VI & VIII  | 13 <sup>th</sup> -17 <sup>th</sup> February 2023                                |
| 9.   | Submission of IAT-1 Question Paper   | 9 <sup>th</sup> February 2023   |
| 10.  | Mini Project-1B Progress Presentation (Second Year Students) Evaluation 1                                    | 9 <sup>th</sup> February 2023   |
| 11.  | Mini Project-2B Progress Presentation (Third Year Students) Evaluation 1                                     | 10 <sup>th</sup> February 2023  |
| 12.  | Holiday ( Mahashivratri )  | 18 <sup>th</sup> February 2023  |
| 13.  | 3 <sup>rd</sup> Attendance monitoring meeting<br>Defaulters list meeting (Academic + Attendance)             | 20 <sup>th</sup> February 2023 (attendance up to 17th February 2023)            |
| 14.  | Project Presentation- Stage II (Final Year Students)   | 23 <sup>rd</sup> February 2023  |
| 15.  | Remedial/Revision Class 1, 2 as given in time table  | Before Internal Assessment Test-1   |
| 16.  | Internal Assessment Test-01  | 20, 21, 22 February 2023  |
| 17.  | IA KT Examination (Those students who failed in IA exam in previous semester. Exam cell will give timetable) | 27 <sup>th</sup> February to 4 <sup>th</sup> March 2023                         |



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| 18. | 4 <sup>th</sup> Attendance monitoring meeting<br>Defaulters list meeting (Academic + Attendance)  | 4 <sup>th</sup> March 2023 (attendance up to 3 <sup>rd</sup> March 2023)                            |
| 19. | Holiday ( Holi )  | 7 <sup>th</sup> March 2023  |
| 20. | Mini Project-1B Progress Presentation (Second Year Students) Evaluation2  | 9 <sup>th</sup> March 2023  |
| 21. | Mini Project-2B Progress Presentation (Third Year Students) Evaluation 2  | 10 <sup>th</sup> March 2023   |
| 22. | Assignment Test-2 for Semesters IV, VI & VIII   | 21 <sup>st</sup> -29 <sup>th</sup> March 2023   |
| 23. | 5 <sup>th</sup> Attendance monitoring meeting<br>Defaulters list meeting (Academic + Attendance)  | 20 March 2023 (attendance up to 18 <sup>th</sup> March 2023)  |
| 24. | Submission of IAT-2 Question Paper  | 21 <sup>st</sup> March 2022   |
| 25. | Holiday ( Gudhi Padwa)  | 22 <sup>nd</sup> March 2023   |
| 26. | Remedial/Revision Class 3, 4 as given in time table   | Before Internal Assessment Test2  |
| 27. | Holiday ( Ram Navmi )   | 30 <sup>st</sup> March 2023   |
| 28. | Internal Assessment Test-02   | 31 <sup>st</sup> March and 1 <sup>st</sup> , 3rd April 2023   |
| 29. | Submission of Prelim Question Paper   | 5 <sup>th</sup> April 2023  |
| 30. | Project Poster Presentation - VIII (Final Year Students) PCUBE  | 5 <sup>th</sup> April 2023  |
| 31. | Last day of Instruction   | 06 April 2023   |
| 32. | Holiday ( Good Friday)  | 7 <sup>th</sup> April 2023  |
| 33. | 6 <sup>th</sup> Attendance monitoring meeting<br>Defaulters list meeting (Academic + Attendance)  | 6 <sup>th</sup> April 2023 (attendance up to 6 <sup>th</sup> April 2023)                            |
| 34. | Revision/Remedial Classes (Apart from this slot, remedial classes need to be conducted on a weekly basis, and time table in-charge will prepare the timetable)                                    | Before<br>i) IA-1 (2 Hrs),<br>ii) IA-2(2 Hrs) iii)<br>iii) Prelims as per the IQAC Policy document. |
| 35. | Holiday ( Ambedkar Jayanti )  | 14 <sup>th</sup> April 2023   |
| 36. | Preliminary Examination   | 10 <sup>th</sup> to 17 <sup>th</sup> April 2023   |
| 37. | Re-prelims + IA Test (IA test for those students who were 'AB' for IA examination this semester either because of involvement in Sports activity at the University level or valid medical reason) | 17 <sup>th</sup> to 19 <sup>th</sup> April 2023   |



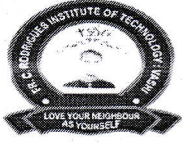
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| 38.                      | Attendance Monitoring Committee Meeting at Institute Level: NOTE:<br>a) Attendance & Academic record till one day before the meeting date to be prepared.<br>b) Parents may be called from 04 February 2023 onward.<br>c) On 20 April 2023 a final decision about the acceptance or rejection of TW will be taken.<br>d) Attendance Monitoring Committee Meeting at the Department level should be conducted once every 2 weeks. | 04 February 2023<br>04 March 2023<br>06 April 2023<br>20 April 2023   |
| 39.                      | Submission   | 20 <sup>th</sup> April 2023   |
| 40.                      | Term End   | 20 April 2023   |
| 41.                      | Oral/Practical Examination   | 21 <sup>st</sup> April to 29 <sup>th</sup> April 2023   |
| 42.                      | Holiday ( Maharashtra Day )  | 1st May 2023  |
| 43.                      | Holiday ( Buddha Pournima )  | 5th May 2023  |
| 44.                      | Theory Examination<br>(Even semesters of SE, TE, & BE)<br>(Odd semesters of SE, TE, & BE)  | 08 to 20 May 2023<br>22 May to 03 June 2023   |
| 45.                      | Holiday ( Bakri Eid )  | 28th June 2023  |
| 46.                      | Internship for Students  | After the ESE till 01 July 2023   |
| 47.                      | Commencement of Classes for Next Semester  | 03 July 2023  |
| <b>B. Other Activity</b> |  |   |
| <b>S.N</b>               | <b>Activity</b>  | <b>Duration/Date</b>  |
| 1.                       | DWC Meeting  | 2 <sup>nd</sup> January 2023  |
| 2.                       | R&D - IEEE Paper Implementation Presentations  | 3 <sup>rd</sup> – 6 <sup>th</sup> January 2023  |
| 3.                       | Teacher's Orientation Program  | 4 <sup>th</sup> January 2023  |
| 4.                       | DQAC   | 3 <sup>rd</sup> January 2023  |
| 5.                       | DAB  | 7 <sup>th</sup> January 2023  |
| 6.                       | IQAC Meeting   | With External & Internal Members: 07-01-2023<br>With Only Internal Members: May 2023<br>With External & Internal Members: 01st July 2023 (2.30 pm onward) |



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| 7.  | Alumni meet   | 7 <sup>th</sup> January 2023   |
| 8.  | Interaction of Final year students with Third year students   | 16 <sup>th</sup> January 2023  |
| 9.  | Interaction of 3rd year students with 2 <sup>nd</sup> year students   | 19 <sup>th</sup> January 2023  |
| 10. | Certificate Program (30 Hrs. duration)  | January 2023                   |
| 11. | Workshop on ICT tools (Documentation Tool-Latex)  | February 2023                  |
| 12. | TPO and HOD meeting   | January 2023 and May 2023      |
| 13. | 1 <sup>st</sup> Round of Student Mentoring  | 30 January to 04 February 2023 |
| 14. | 1 <sup>st</sup> Feedback on Teaching Learning Process   | 06 to 10 February 2023         |
| 15. | DWC Meeting   | 20 <sup>th</sup> February 2023 |
| 16. | Session on Guidance for competitive examinations  | February 2023                  |
| 17. | Session on Higher Studies   | February 2023                  |
| 18. | Aptitude Test   | February 2023                  |
| 19. | CSI activity ( Activities -Technical or Non-technical webinars/ seminars, Workshops, Competitions by professional societies- CSI "Seminar on Recent Trends" ) | 4 <sup>th</sup> March 2023     |
| 20. | 2 <sup>nd</sup> Round of Student Mentoring  | 06 to 10 March 2023            |
| 21. | ETAMAX  | 16 to 18 March 2023            |
| 22. | Parent-Teacher Interaction (PTI )- FH-2023  | 18 <sup>th</sup> March 2023    |
| 23. | TechSparks  | 05 <sup>th</sup> April 2023    |
| 24. | Online Feedback (2 <sup>nd</sup> Feedback on Teaching-Learning Process, Extracurricular, Facilities & Course Exit Survey )                                    | 20 to 24 March 2023            |
| 25. | Seminar on Research Methodology   | March 2023                     |
| 26. | Seminar on Environment conservation   | March 2023                     |
| 27. | Awareness activity on Improvement on social interaction and social awareness of students  | March 2023                     |
| 28. | Best Project Evaluation   | 05 <sup>th</sup> April 2023    |
| 29. | Send-off party of BE students   | 06 <sup>th</sup> April 2023    |



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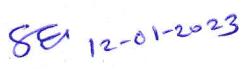
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| 30. | Meeting of the Principal with HODs and Deans                        | Every 1st and 3rd Saturday   |
| 31. | Department staff meeting  | 4 <sup>th</sup> Jan 2023<br>Every 1st and 3rd Saturday   |
| 32. | Placement Training Program  | Every working Saturday during the semester :<br>SE and BE students: 02:00 pm-04:00 pm<br>TE students: 09:00 am-04:00 pm. |
| 33. | College Development Committee Meeting                               | In the month of March 2023 (Before the GC Meeting)   |
| 34. | Governing Council Meeting   | In the month of March 2023   |
| 35. | Certificate Distribution Ceremony for 2022 Passed Out Batch         | After receiving the certificates from MU   |
| 36. | 2 <sup>nd</sup> Curricular, Facilities and Course Exit Survey       | 20 to 24 March 2023  |
| 37. | Summer Vacation Start Date  | 21 <sup>st</sup> April 2023  |
| 38. | One week FDP program for Faculty                                    | May 2023   |
| 39. | Joining Date After Summer Vacation                                  | 21 <sup>st</sup> June 2023   |
| 40. | Teacher's Orientation Program                                       | 01 July 2023 (9 am to 1 pm)  |
| 41. | DQAC Audit - (All the teachers of the department must be available) | On or before 26 June 2023  |
| 42. | IQAC Audit - (All the teachers of the department must be available) | 27, 29, 30 June 2023   |
| 43. | Updating NBA/NAAC Work (Proofs/Format)                              | It Should be a Continuous Process and Must Get Over Before Vacation Begins   |

**Note:**

1. During 1st week of the term laboratory classes should be converted into theory classes
2. Faculty should be present throughout the submission period and during NAAC/NBA format/proof updating work.

  
**Dr. Shubhangi Vaikole**  
Head of the Department  
Department of IT Engineering.

  
**Dr. Milind Shah**  
Dean Academic  
FCRIT, Vashi