



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

Department of Mechanical Engineering
Department Academic & Other Activities Calendar for SE, TE and BE
FH-2024

A. Term Outline & Academic Activities		
S.N.	Activity	Duration/Date
1	Start of the term	08 January 2024 (SE & TE) For BE: 15 January 2024
2	Commencement of classes	08 January 2024 (SE & TE) For BE: 15 January 2024
3	Mini Project-1B Progress Presentation - III (Second Year Students)	24 January and 2 February 2024
4	Mini Project-2B Progress Presentation - III (Third Year Students)	29 Jan and 01 February 2024
5	Project Presentation-III (Final Year Students)	31 January 2024
6	Assignment Test-1 for Semesters IV, VI & VIII	6th -13th February 2024
7	Submission of IAT-1 Question Paper	8 th February 2024
8	Revision /Remedial Classes	2 nd and 3 rd week of February 2024
9	Internal Assessment Test-01	17, 20, 21 February 2024
10	Mini Project-1B Progress Presentation - IV (Second Year Students)	26 February and 01 March 2024
11	Project Presentation-IV (Final Year Students)	28 February 2024
12	Mini Project-2B Progress Presentation - IV (Third Year Students)	29 February and 04 March 2024
13	Revision /Remedial Classes	2 nd and 3 rd week of March 2024
14	Assignment Test-2 for Semesters IV, VI & VIII	11 to 21 March 2024
15	Submission of IAT-2 Question Paper	18 March 2024
16	IA KT Examination (As per the exam cell timetable)	18-22 March 2024



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17	Submission of Preliminary examination Question Paper	26 March 2024
18	Internal Assessment Test-02	28, 30 March, & 01 April 2024
19	Last day of Instruction	02 April 2024
20	Revision /Remedial Classes	03, 04, 05 April 2024
21	Preliminary Examination	6 to 16 April 2024
22	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)	18-20 April 2024
23	Submission	22 April 2024
24	Term End	23 April 2024
25	Oral/Practical Examination	24 April to 02 May 2024
26	Theory Examination	As per MU Schedule
27	Internship for Students	After the ESE till 06 July 2024
28	Summer Vacation Start Date for Eligible Teachers	24 April 2024
29	Joining Date After Summer Vacation for Teachers	01 July 2024
30	Teacher's Orientation Program	Within 1-week before beginning of the next semester
31	Commencement of Classes for Next Semester (SH- 2024)	15 July 2024

B. Other Activity		
S.N.	Activity	Duration/Date
1	Department staff meeting	03 January 2024
2	Alumni meet	06 January 2024
3	1 st DWC Meeting	08 January 2024



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4	Placement Training Program	SE and BE students: Every Saturday 2.00 pm to 5.00 pm; TE students Every Saturday 9.00 am to 4.00 pm
5	1 st round of student mentoring (Interaction to be recorded in the mentoring form)	15-20 January 2024
6	JAMBOREE 2024	20 January 2024
7	The first meeting of class teachers with mentors	22 January 2024
8	The first meeting of class teachers with HOD	23 January 2024
9	1 st Feedback on Teaching-Learning Process	29 January to 03 February 2024
10	Parent-Teacher Interaction - FH-2024	3 rd February 2024
11	2 nd DWC Meeting	07 February 2024
12	DAB Meeting	3 rd Week of February 2024
13	2 nd Round of Student Mentoring	23-29 February 2024
14	The second meeting of class teachers with mentors	1 March 2024
15	The second meeting of class teachers with HOD	2 March 2024
16	ETAMAX	14-16 March 2024
17	TORQUE 2024	14-16 March 2024(one of the day of ETAMAX)
18	MESH-2K24	14-16 March 2024(one of the days of ETAMAX)
19	3 rd DWC Meeting	16 March 2024
20	Online Feedback (2 nd Feedback on Teaching-Learning Process, Extracurricular, Facilities & Course Exit Survey)	18 to 22 March 2024
21	3 rd round of student mentoring (Interaction to be recorded in the mentoring form)	18-22 March 2024
22	Send-off Party for BE Students	02 April 2024

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23	CALIBRE 2K24/ Final year Project poster presentation	02-03 April 2024
24	Best Project evaluation	05 April 2024
25	IAB Meeting	First Week of April 2024
26	Certificate distribution ceremony for 2022 passed out batch.	After receiving the certificates from the MU
27	Attendance Monitoring Committee (AMC) Meeting at Institute Level: NOTE: a) Attendance & Academic record till one day before the meeting date to be prepared. b) Parents may be called for each of the AMC meetings. c) On the last AMC meeting a final decision about the acceptance or rejection of TW will be taken. d) Attendance Monitoring Committee Meeting at the Department level should be conducted once every 2 weeks.	03 February 2024 02 March 2024 02 April 2024 (afternoon) 23 April 2024
28	DQAC Audit	Before 01 July 2024 (All the teachers of the department must be available)
29	Updating NBA/NAAC Work (Proofs/Format)	It Should be a Continuous Process And Must Get Over Before Vacation Begins.

Note:

1. During the 1st week of the term, laboratory classes should be converted into theory classes
2. Faculty should be present on the day of submission and for NAAC/NBA format/proof updating work.

Head of the Department
Department of Mechanical Engg.

Dean Academic
FCRIT, Vashi