



Agnel Charities'

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

Department of Information Technology

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

A. Term Outline & Academic Activities		
Sr. No.	Activity	Duration/Date
1.	Start of the Term	08 January 2024 (FE, SE, TE) 15 January 2024 (BE)
2.	S.E. Mini Project - Evaluation I	25 January 2024
3.	T.E. Mini Project - Evaluation I	22 January 2024
4.	B.E. Major Project - Evaluation I	23 January 2024
5.	Assignment Test-1 for Semesters IV, VI & VIII	06 to 12 February 2024
6.	IA-1	17, 20, 21 February 2024
7.	S.E. Mini Project - Evaluation II	23 February 2024
8.	T.E. Mini Project - Evaluation II	23 February 2024
9.	B.E. Major Project - Evaluation II	27 February 2024
10.	IA KT Examination (Those students who failed in IA exam in previous semester)	18-22 March 2024
11.	Assignment Test-2 for Semesters IV, VI & VIII	18 to 22 March 2024
12.	S.E. Mini Project - Evaluation III	22 March 2024
13.	T.E. Mini Project - Evaluation III	22 March 2024
14.	IA-2	28, 30 March, & 01 April 2024
15.	Last day of Instruction	02 April 2024
16.	B.E. Major Project - Evaluation III – PCUBE	04 April 2024
17.	Intercollegiate Project Competition - TechSparks	04 April 2024
18.	Revision/Remedial Classes	i) Before IA-1 (2 hours), ii) Before IA-2 (2-hours) iii) 03, 04, 05 April 2024



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

19.	Preliminary Examination	06 to 16 April 2024
20.	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
21.	Submission	22 April 2024
22.	Term End	23 April 2024
23.	Oral/ Practical Examination	24 April to 02 May 2024
24.	Theory Examination	As per MU Schedule
25.	Internship for Students	After the ESE till 06 July 2024
26.	Summer Vacation Start Date for Eligible Teachers	24 April 2024
27.	Joining Date After Summer Vacation for Teachers	01 July 2024
28.	Teachers' Orientation Program	Within 1-week before beginning of the next semester
29.	Commencement of Classes for Next Semester (SH-2024)	15 July 2024
B. Other Activity (Institute Level)		
1.	Teacher's Orientation Program	5 th January 2023
2.	Alumni meet	6 th January 2024
3.	Governing Council Meeting	In the month of March 2024
4.	College Development Committee Meeting	In the month of March 2024 (Before the GC Meeting)
5.	IQAC Meeting	a. With External & Internal Members: 06 January 2024 at 2.30 pm b. With Only Internal Members: 03 May 2024 at 9.30 am c. With External & Internal Members: 06 July 2024 at 9.30 am



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

6.	TPO and HOD meeting	January 2024 and May 2024
7.	Placement Training Program	SE and BE students: Every Saturday-02:00-04:00 pm; TE students Every Saturday: 09:00 am-04:00 pm.
8.	Meeting of the Principal with HODs and Deans	Every 1st and 3rd Saturdays
9.	Department staff meeting	2 th Jan 2024 Every 1st and 3rd Saturday
10.	1 st round of students mentoring (Interaction to be recorded in the mentoring form)	15-20 January 2024
11.	1 st Feedback on Teaching-Learning Process	29 January to 03 February 2024
12.	2 nd round of student mentoring	23-29 February 2024
13.	ETAMAX	14-16 March 2024
14.	Online Feedback (2 nd Feedback on Teaching-Learning Process, Extracurricular, Facilities & Course Exit Survey)	18 to 22 March 2024
15.	3 rd round of student mentoring (Interaction to be recorded in the mentoring form)	18-22 March 2024
16.	Send-off party of BE students	02 April 2024
17.	Best Project evaluation	05 April 2024
18.	Certificate Distribution Ceremony for 2022 Passed Out Batch	After receiving the certificates from the MU
19.	DQAC Audit	Before 01 July 2024 (All the teachers of the department must be available)
20.	IQAC Audit	02-04 July 2024 (All the teachers of the department must be available)
21.	Updating NBA/NAAC Work (Proofs/Format)	It Should be a Continuous Process and Must Get Over Before Vacation Begins



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22.	<p>Attendance Monitoring Committee (AMC) Meeting at Institute Level:</p> <p>NOTE:</p> <p>a) Attendance & Academic record till one day before the meeting date to be prepared.</p> <p>b) Parents may be called for each of the AMC meeting.</p> <p>c) On the last AMC meeting a final decision about the acceptance or rejection of TW will be taken.</p> <p>d) Attendance Monitoring Committee Meeting at the Department level should be conducted once every 2 weeks.</p>	<p>03 February 2024 02 March 2024 02 April 2024 (afternoon) 23 April 2024</p>
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B. Other Activity (Department Level)		
1.	DWC Meeting	20 January 2024
2.	Lecture Series	03 February 2024 17 February 2024 02 March 2024
3.	DQAC	5 January 2024
4.	Interaction of Final year students with 3 rd year students	05 February 2024
5.	Interaction of 3 rd year students with 2 nd year students	16 February 2024
6.	CSI Activity – INFOBITS	02 March 2024
7.	Parent-Teacher Interaction (PTI)	02 March 2024
8.	Seminar on “Intellectual Property Rights”	19 January 2024
9.	Workshop on ICT Tools	24 January 2024
10.	Aptitude Test	22 January 2024
11.	30 Hours Certificate program on “Web development for absolute beginners from basic to advanced techniques”	January to February 2024
12.	Technical Test	12 February 2024
13.	Need based project-IMS	FH2024
14.	Collaborative quality initiatives with other institutions-TIFR	FH2024



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15.	Session on "Guidance for competitive examination"	March 2024
16.	Workshop on Life skills-Yoga	02 March 2024
17.	One week administrative training programs for non teaching on " Basic financial terms and concepts using Python"	March 2024
18.	One week STTP on "Architecturing, Designing and Implementing Microsoft Azure Cloud Solutions"	April 2024

Note:

1. During 1st week of the term laboratory classes should be converted into theory classes
2. Faculty should be present throughout the 1st and 2nd round of submission period and during NAAC/NBA format/proof updating work.
3. Only duration to be mentioned about ATs, IAs and prelims. (Detailed one can be shared as additional document)
4. Institute Holiday list can be shared as additional document.

Shubhgi'

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Department of Information Technology

8E 12-01-2024

Dr. Milind Shah
Dean Academic
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