

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



Department of Mechanical Engineering  
Department Academic & Other Activities Calendar for TE and BE  
FH-2025

A. Term Outline & Academic Activities		
S.N.	Activity	Duration/Date
1	Start of the term	13 January 2025
2	Application for Change in Course Choice (ILO/DLO) (Subject to Availability)	17 to 19 January 2025
3	Project Presentation-III (Final Year Students)	29 January 2025
4	Mini Project-2B Progress Presentation – III (Third Year Students)	30 Jan 2025
5	Assignment Test-1 for Semesters VI & VIII	11 to 21 February 2025
6	Submission of IA-1 Question Paper	17 February 2025
7	Revision /Remedial Classes	2 <sup>nd</sup> and 3 <sup>rd</sup> week of February 2025
8	Internal Assessment Test-01	27 to 28 February & 01 March 2025
9	Open House for IA-1	05-07 March 2025
10	Project Presentation-IV (Final Year Students)	02 April 2025
11	Mini Project-2B Progress Presentation - IV (Third Year Students)	03 April 2025
12	<b>IA Test</b> (IA test for those students who were 'ABSENT' for IA examination this semester either because of involvement in Sports activity at the University level or valid medical reason)	07-15 April 2025
13	Assignment Test-2 for Semesters VI & VIII	8 to 17 April 2025
14	Revision /Remedial Classes	2 <sup>nd</sup> and 3 <sup>rd</sup> week of April 2024
15	Registration for ILO and DLO Courses in SH-2025	Before 12 April 2025
16	Submission of IA-2 Question Paper	11 April 2025

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17	<b>Internal Assessment Test-02</b>	22 to 24 April 2025
18	<b>Last day of Instruction</b>	25 April 2025
19	Open House and Submission of IA Mark Sheet to Exam Section	29-30 April 2025
20	Practical and Oral End-Semester Examination (ESE)	02-10 May 2025
21	Preparation Time + ESE (Theory )	11-31 May 2025
22	Summer Special Term and Examination for Students Failed in SH-2024 Re-Examination	02 June to 11 July 2025
23	Internship for Students	02 June 2025 to 25 Jul 2025
24	Open House and Submission of ESE Mark Sheet to Exam Section	04 and 05 June 2025
25	Semester Result Declaration	19-21 June 2025
26	Preparation Time for Re-Examination for Failed Students	22 June 2025 to 12 Jul 2025
27	Re-Examination for Failed Students	14-19 July 2025
28	Open House and Submission of Re-Examination Mark Sheet to Exam Section	22 July 2025
29	Re-Examination Result Declaration	25 July 2025
30	Teacher's Orientation Program	Within 1-week before beginning of the next semester
31	Commencement of Classes for Next Semester (SH-2025)	28 July 2025

<b>B. Other Activity</b>		
<b>S.N.</b>	<b>Activity</b>	<b>Duration/Date</b>
32	Alumni meet	04 January 2025
33	1 <sup>st</sup> DWC Meeting	06 January 2025
34	Placement Training Program	a) 06-11 January 2025- Placement Training for TE Students; b) SY and BE Students: Every Saturday from 02 to 04 pm; c) TE Students: Every





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		Saturday from 09 am to 04 m.
35	Department staff meeting	08 January 2025
36	Meeting of the Principal with HODs and Deans	Every 1st and 3rd Friday /Saturday
37	1 <sup>st</sup> round of student mentoring (Interaction to be recorded in the mentoring form)	13-17 January 2025
38	The first meeting of class teachers with mentors	18 January 2025
39	The first meeting of class teachers with HOD	20 January 2025
40	Parent-Teacher Interaction - FH-2025	1 February 2025
41	1 <sup>st</sup> Online Feedback on Teaching-Learning Process	03-07 February 2025
42	ETAMAX	13-15 February 2025
43	TORQUE 2025	13-15 February 2025(one of the day of ETAMAX)
44	MESH-2K25	13-15 February 2025 (one of the days of ETAMAX)
45	2 <sup>nd</sup> DWC Meeting	15 February 2025
46	Academic Adherence Committee (AAC) Meeting Serious defaulters in Academics and Attendance	21 February 2025 and 28 April 2025 + As and when required
47	2 <sup>nd</sup> Round of Student Mentoring	10-13 March 2025
48	The second meeting of class teachers with mentors	14 March 2025
49	The second meeting of class teachers with HOD	15 March 2025
50	Certificate distribution ceremony for 2024 passed out batch.	05 April 2025 (Tentative)
51	3 <sup>rd</sup> DWC Meeting	11 April 2025
52	Online Feedback (2 <sup>nd</sup> Feedback on Teaching-Learning Process, Extracurricular, Facilities & Course Exit Survey)	07-12 April 2025
53	3 <sup>rd</sup> round of student mentoring (Interaction to be recorded in the mentoring form)	07-12 April 2025
54	Registration for ILOs (for TE students )	15 April 2025
55	CALIBRE 2K25/ Final year Project poster presentation	19 April 2025
56	Best Project evaluation	19 April 2025



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57	IAB Meeting	Third Week of April 2024
58	Send-off Party for BE Students	25 April 2025
59	<p>Attendance Monitoring Committee (AMC) Meeting at Institute Level: NOTE: a) Cumulative attendance &amp; academic record till two days before the meeting date to be prepared. b) Parents should be called if cumulative attendance is below 60% and/or student is serious academic defaulter. c) During the third AMC Meeting the list of all the serious academic and attendance defaulter students will be forwarded to 'Academic Adherence Committee (AAC)' for the final decision about whether a student should be permitted to submit term-work or not.</p> <p>AMC Meeting at the Department level should be conducted once every 2 weeks.</p>	<p>1<sup>st</sup> AMC: 12 February 2025 2<sup>nd</sup> AMC: 13 March 2025 3<sup>rd</sup> AMC: 28 April 2025</p>
60	<p>Summer Vacation Start and End Dates for Eligible Teachers* *Note: 13-05-2025 to 05-06-2025 will a Non-vacation period</p>	02 May 2025 to 20 Jul 2025
61	DQAC Audit	Before 19 July 2025
62	IQAC Audit	22-24 July 2025
63	<p>Updating NBA/NAAC Work (Proofs/Format) + Updating College/Department Web Pages</p>	Before Vacation Begins (It should be a regular activity)

**Note:**

1. During the 1<sup>st</sup> 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.

SE 16-01-2025

**Dean Academic**  
FCRIT, Vashi





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Navi-Mumbai**

**Department of Mechanical Engineering  
Department Academic & Other Activities Calendar for FY & SY  
(AY 2024-25) FH-2025**

<b>A. Term Outline &amp; Academic Activities</b>		
<b>S.N.</b>	<b>Activity</b>	<b>Duration/Date</b>
1	Start of the term	13 January 2025
2	Mini Project-1B Progress Presentation - III (Second Year Students)	27 January 2025
3	Revision /Remedial Classes	2 <sup>nd</sup> and 3 <sup>rd</sup> week of February 2025
4	<b>Mid-Semester Examination (MSE)</b>	<b>27-28 February &amp; 01-04 March 2025</b>
5	Open House and Submission of MSE Mark Sheet to Exam Section	10 to 12 March 2025
6	Mini Project-1B Progress Presentation - IV (Second Year Students)	07 April 2025
7	Revision /Remedial Classes	2 <sup>nd</sup> and 3 <sup>rd</sup> week of April 2025
8	<b>Last day of Instruction</b>	<b>25 April 2025</b>
9	Practical and Oral End-Semester Examination (ESE)	02 to 10 May 2025
10	Preparation Time + ESE (Theory)	11 to 31 May 2025
11	Internship for Students	02 June 2025 to 25 Jul 2025
12	Open House and Submission of ESE Mark Sheet to Exam Section	04 and 05 June 2025
13	Semester Result Declaration	19 to 21 June 2025
14	Preparation Time for Re-Examination for Failed Students	22 June 2025 to 12 Jul 2025
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17	Re-Examination Result Declaration	25 July 2025

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20	Commencement of Classes for Next Semester (SH-2025)	28 July 2025

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<b>S.N.</b>	<b>Activity</b>	<b>Duration/Date</b>
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BE 16-01-2025  
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