

**Fr. C. Rodrigues Institute of Technology, Vashi,
Navi-Mumbai****Institute Academic & Other Activities Calendar for FE, SE, TE and BE
FH - 2024**

A. Term Outline & Academic Activities		
Sr. No.	Activity	Duration/Date
01	Start of the Term	a. 08 January 2024 (FE, SE, & TE) b. 15 January 2024 (BE)
02	IA-1	17, 20, 21 February 2024
03	IA KT Examination (Those students who failed in IA exam in previous semester)	18-22 March 2024
04	IA-2	28, 30 March, & 01 April 2024
05	Last day of Instruction	02 April 2024
06	Revision/Remedial Classes	a. Before IA-1 (2 hours) b. Before IA-2 (2-hours) c. 03, 04, 05 April 2024
07	Preliminary Examination	06 to 16 April 2024
09	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
10	Submission	22 April 2024
11	Term End	23 April 2024
12	Oral/ Practical Examination	24 April to 02 May 2024
13	Theory Examination	As per MU Schedule
14	Internship for Students	After the ESE till 06 July 2024
15	Summer Vacation Start Date for Eligible Teachers	24 April 2024
16	Joining Date After Summer Vacation for Teachers	01 July 2024
17	Teachers' Orientation Program	Within 1-week before beginning of the next semester
18	Commencement of Classes for Next Semester	15 July 2024

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B. Other Activity		
01	Governing Council Meeting	In the month of March 2024
02	College Development Committee Meeting	In the month of March 2024 (Before the GC Meeting)
03	IQAC Meeting	a. With External & Internal Members: 06-01-2024 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
04	TPO and HOD meeting	January 2024 and May 2024
05	Placement Training Program	a. SE and BE students: Every Saturday-02:00-04:00 pm; b. TE students Every Saturday: 09:00 am-04:00 pm.
06	Meeting of the Principal with HODs and Deans	Every 1st and 3rd Saturdays
07	1 st Feedback on Teaching-Learning Process	29 January to 03 February 2024
08	Online Feedback (2 nd Feedback on Teaching-Learning Process, Extracurricular, Facilities & Course Exit Survey)	18 to 22 March 2024
09	1 st round of students mentoring (Interaction to be recorded in the mentoring form)	15-20 January 2024
10	2 nd round of student mentoring	23-29 February 2024
11	3 rd round of student mentoring (Interaction to be recorded in the mentoring form)	18-22 March 2024
12	Best Project evaluation	05 April 2024
13	Send-off party of BE students	02 April 2024
14	Certificate Distribution Ceremony for 2022 Passed Out Batch	After receiving the certificates from the MU
15	ETAMAX	14-16 March 2024
16	DQAC Audit	Before 01 July 2024 (All the teachers of the department must be available)
17	IQAC Audit	02-04 July 2024 (All the teachers of the



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		department must be available)
18	Updating NBA/NAAC Work(Proofs/Format)	It Should be a Continuous Process and Must Get Over Before Vacation Begins
19	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 meeting. 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.	a. 03 February 2024 b. 02 March 2024 c. 02 April 2024 (afternoon) d. 23 April 2024

Note:

1. During the 1st week of the term laboratory classes should be converted into theory classes
2. Faculty should be present throughout the submission period and during DQAC/IQAC Audits.

Associate Dean-Academics
FCRIT, Vashi

Dean-Academics
FCRIT, Vashi

Principal
FCRIT, Vashi