

**All India Shree Shivaji Memorial Society's
INSTITUTE OF INFORMATION TECHNOLOGY, PUNE**

Kennedy road, Near RTO Pune -01

Academic calendar for Term II (2017-2018)

Department of Instrumentation Engineering

Sr. No.	Event / Activity Details	Name of the staff/event co-coordinator	Proposed Date
1.	Lab boards updation	Lab Incharges	15/12/17
2.	Display of SE, TE, BE Time Table	Mr.S.V.Malge	15/12/17
3.	Display of S.E, T.E, B.E. batch list	GFM's	15/12/17
4.	Departmental Staff Meeting	HOD	15/12/17
5.	Commencement of Academic Year 2017-2018 Term-II		18/12/17
6.	Distribution of Library Hour utilization sheet to SE,TE,BE	S.V.Kulkarni	18/12/17
7.	Display of Technical News	N.D.Agham	18/12/17
8.	Display Notice of Abstract Submission of S.E Mini Projects	S.M.Bedre	19/12/17
9.	Display Notice of T.E Mini Project Abstract Submission	S.M.Bedre	19/12/17
10.	One day workshop on IBMS/IoT under FSAI	N.D.Agham	22/12/17
11.	Departmental Staff Meeting	HOD	22/12/17
12.	Display of Technical News	N.D.Agham	25/12/17
13.	Display notice of Unit-Test Time table of S.E, T.E& B.E	S.V.Kulkarni	26/12/17
14.	S.E online Objective Test-I online Question submission notice on MyExamo Portal for S.E Studnets	S.V.Kulkarni	26/12/17
15.	S.E Mini Project Abstract Submission	S.M.Bedre	28/12/17
16.	T.E Mini Project Abstract Submission	S.M.Bedre	28/12/17
17.	Departmental Staff Meeting	HOD	29/12/17
18.	Display of Technical News	N.D.Agham	01/01/18
19.	1 st Peer Group Mentoring Meeting	S.V.Malge	02/01/18
20.	LAB Logbook Monitoring	HOD	02/01/18
21.	Departmental lab cleaning report submission	Lab Incharges	02/01/18
22.	SWO workshop	G.S.Ingle	02/01/18 to 06/01/18
23.	News letter preparation for December -17	G.S.Ingle	02/01/18
24.	Library Activity	S.V.Kulkarni	05/01/18
25.	Departmental Staff Meeting	HOD	05/01/18
26.	Display of Technical News	N.D.Agham	08/01/18
27.	Display Notice of B.E project presentation	Dr.D.R.Shende	08/01/18
28.	SE Online test on My Examo	S.V.Kulkarni	08/01/18 to 10/01/18
29.	Academic Attendance Monitoring – I	GFM	10/01/18
30.	Display academic attendance Monitoring-I	GFM	10/01/18
31.	Ist defaulter students meeting	GFM	11/01/18
32.	Post letter/SMS to defaulter students parent	GFM	11/01/18
33.	Departmental Staff Meeting	HOD	12/01/18
34.	Bio-Medical Lab Exhibition	S.V.Kulkarni	12/01/18
35.	Display of Technical News	N.D.Agham	15/01/18

36.	Ist B.E Project Presentation	Dr.D.R.Shende	15/01/18
37.	Display result of S.E online Objective Test-I	S.V.Kulkarni	16/01/18
38.	2 days State Level Workshop on “Hands-on on Wavelet application in signal and Image Processing”	Mr.H.P.Chaudhari	18/01/17 to 19/01/18
39.	Departmental Staff Meeting	HOD	19/01/18
40.	Display of Technical News	N.D.Agham	22/01/18
41.	Academic attendance Monitoring –II	GFM	24/01/18
42.	Display academic attendance Monitoring-II	GFM	24/01/18
43.	IInd defaulter students meeting	GFM	25/01/18
44.	Post letter/SMS to defaulter students parent	GFM	25/01/18
45.	Online S.E Examination Phase-I	All S.E staff members	22/01/18 to 27/01/18
46.	Entrepreneurship Activity	S.V.Kulkarni	29/01/18
47.	Departmental Staff Meeting	HOD	26/01/18
48.	Display of Technical News	N.D.Agham	29/01/18
49.	Ist student feedback	Mrs.S.V.Kulkarni	29/01/18 to 02/02/18
50.	LAB Logbook Monitoring	HOD	01/02/18
51.	Departmental lab cleaning report submission	Lab in charges+ G.M.Karande	01/02/18
52.	News letter preparation for January -17	G.S.Ingle	02/02/18
53.	Departmental Staff Meeting	HOD	02/02/18
54.	Display of Technical News	N.D.Agham	05/02/18
55.	S.E online Objective Test-II Question submission on My Examo Portal for S.E Students	S.V.Kulkarni	05/02/18
56.	Book Exhibition	Ms.Hirve P.V	1 st week of Feb
57.	“ALAKRITY National level tech fest/annual day”		07/02/18 to 09/02/18
58.	Alumni Meet		09/02/18
59.	Display of Technical News	N.D.Agham	12/02/18
60.	Display Notice of T.E Mini Project Demi-I	S.M.Bedre	12/02/18
61.	2 nd Peer Group Mentoring Meeting	S.V.Malge	13/02/18
62.	Student counseling week	S.V.Kulkarni	12/02/18 to 16/02/18
63.	SE Online test on My Examo	S.V.Kulkarni	12/02/18 to 14/02/18
64.	Display Notice of submission of Questions paper of T.E & B.E unit-test -I	S.V.Kulkarni	14/02/18
65.	Display notice of Question Paper submission of SE unit Test	S.M.Bedre	14/02/18
66.	Academic attendance monitoring-III	GFM	14/02/18
67.	Display academic attendance Monitoring-III	GFM	14/02/18
68.	IIIrd defaulter students meeting	GFM	15/02/18
69.	Post letter/SMS to defaulter students parent	GFM	15/02/18
70.	Display Notice of S.E Mini Projects Exhibition	S.M.Bedre	15/02/18
71.	Intercollegiate Paper Presentation Contest organized under ISA	S.V.Kulkarni	15/02/18
72.	Display Notice on “Workshop on Electrical Wiring”For S.E students	S.M.Bedre	16/02/18
73.	Departmental Staff Meeting	HOD	16/02/18
74.	Shivjayanti Utsav Celebration	Mr.Itole D.A	19/02/18
75.	Display of Technical News	N.D.Agham	19/02/18

76.	Unit Test Paper-I (T.E)	S.V.Kulkarni	19/02/18
77.	Display Notice of B.E project Demo	Dr.D.R.Shende	19/02/18
78.	Unit Test Paper-II(T.E) & Paper I(B.E)	S.V.Kulkarni	20/02/18
79.	S.E Mini Projects Exhibition	S.M.Bedre	20/02/18
80.	Display result of S.E online Objective Test-II	S.V.Kulkarni	20/02/18
81.	Unit Test Paper-III(T.E) & Paper II(B.E)	S.V.Kulkarni	21/02/18
82.	Unit Test Paper-III(B.E) & Paper-IV(T.E)	S.V.Kulkarni	22/02/18
83.	T.E Mini Project Demo	S.M.Bedre	22/02/18
84.	Unit Test Paper-IV (B.E) & Paper-V(T.E)	S.V.Kulkarni	23/02/18
85.	Workshop on Electrical Wiring For S.E Students	S.M.Bedre	23/02/18
86.	Departmental Staff Meeting	HOD	23/02/18
87.	Display of Technical News	N.D.Agham	26/02/18
88.	2 nd B.E Project Demo	Dr.D.R.Shende	26/02/18
89.	Online S.E examination Phase-II	All S.E Staff members	26/02/18 to 03/03/18
90.	Marathi Bhasha Divas Celebration	Mrs Totare R. Y	27/02/18
91.	Science Day & Blood Donation Camp		28/02/18
92.	LAB Logbook Monitoring	HOD	01/03/18
93.	Departmental cleaning report submission	Lab incharges	01/03/18
94.	Workshop on LaTeX for B.E Students	Dr.D.R.Shende & C.V.Supe	02/03/18
95.	Departmental Staff Meeting	HOD	02/03/18
96.	News letter preparation for February-17	G.S.Ingle	02/03/18
97.	Display of Technical News	N.D.Agham	05/03/18
98.	Display Result of Unit test-I T.E & B.E	S.V.Kulkarni	05/03/18
99.	Academic attendance Monitoring-IV	GFM	07/03/18
100.	Display academic attendance Monitoring-IV	GFM	07/03/18
101.	IVth defaulter students meeting	GFM	08/03/18
102.	Post letter/SMS to defaulter students parent	GFM	08/03/18
103.	Women's Day Celebration		08/03/18
104.	T.E/BE In-Sem Exam	S.V.Kulkarni	05/03/18 to 09/03/18
105.	Departmental Staff Meeting	HOD	09/03/18
106.	Display of Technical News	N.D.Agham	12/03/18
107.	3rd Peer Group Mentoring Meeting	S.V.Malge	14/03/18
108.	Display Notice of submission of Questions paper of S.E unit-test -I	S.V.Kulkarni	14/03/18
109.	Requirement of consumables for University Exam	G.M.Karande	14/03/18
110.	Academic Attendance Monitoring-V	GFM	15/03/18
111.	Display academic attendance Monitoring-V	GFM	15/03/18
112.	5 th defaulter students meeting	GFM	16/03/18
113.	Post letter/SMS to defaulter students parent	GFM	16/03/18
114.	Departmental Staff Meeting	HOD	16/03/18
115.	Display of Technical News	N.D.Agham	19/03/18
116.	Practical/Oral Exam Budget submission to A/C section	S.V.Kulkarni	20/03/18
117.	Unit Test-I Paper-I (S.E)	S.V.Kulkarni	19/03/18
118.	Display notice of S.E Mini Project Demo	S.M.Bedre	19/03/18
119.	Compilation of Term Work and assessment		20/03/18
120.	Practical/Oral Exam time table preparation	S.V.Kulkarni	20/03/18
121.	Unit Test-I Paper-II (S.E)	S.V.Kulkarni	20/03/18
122.	Display Notice on "Workshop on PCB Design" for T.E students	S.M.Bedre	20/03/18

123.	Unit Test-I Paper-III (S.E)	S.V.Kulkarni	21/03/18
124.	Unit Test-I Paper-IV (S.E)	S.V.Kulkarni	22/03/18
125.	S.E Mini Project Demo	S.M.Bedre	22/03/18
126.	Unit Test-I Paper-V (S.E)	S.V.Kulkarni	23/03/18
127.	Workshop on PCB Design for T.E Students	S.M.Bedre	23/03/18
128.	Departmental Staff Meeting	HOD	23/03/18
129.	Display of Technical News	N.D.Agham	26/03/18
130.	Counseling Week	S.V.Kulkarni	26/03/18 to 30/03/18
131.	Mock Orals of T.E		26/03/18 to 30/03/18
132.	T.E Final project demo & Submission	S.M.Bedre	26/03/18
133.	2 nd student Feedback	S.V.Kulkarni	26/03/18 to 30/03/18
134.	Departmental cleaning report submission (march)	Lab incharges	31/03/18
135.	Submission of counseling form	S.V.Kulkarni	02/04/18
136.	Departmental Staff Meeting	HOD	30/03/18
137.	Display of Technical News	N.D.Agham	02/04/18
138.	Remedial Classes		02/04/18 to 06/04/18
139.	Mock Orals of B.E	GFM	02/04/18 to 06/04/18
140.	Display S.E Unit Test marks	S.V.Kulkarni	02/04/18
141.	Display Notice of Final presentation & demo B.E project.	Dr.D.R.Shende	02/04/18
142.	LAB Logbook Monitoring	Lab Incharges	02/04/18
143.	News letter preparation for March	G.S.Ingle	03/04/18
144.	Submission of Student feedback form	S.V.Kulkarni	03/04/18
145.	Departmental Staff Meeting	HOD	03/04/18
146.	Academic attendance Monitoring-VI	GFM	04/04/18
147.	Display academic attendance Monitoring-VI	GFM	04/04/18
148.	5 th defaulter students meeting	GFM	05/04/18
149.	Post letter/SMS to defaulter students parent	GFM	05/04/18
150.	BE farewell		04/04/18
151.	Conclusion of Teaching		06/04/18
152.	Term Work order preparation	S.V.Kulkarni	06/04/18
153.	IIIrd & final B.E Project Presentation & demo	Dr.D.R.Shende	09/04/18
154.	Academic Advisory Committee Meeting	HOD	10/04/18
155.	Dr.B.R.Ambedkar Jayanti	Mr.Kokane S.R	14/04/18
156.	Internal Academic Audit	Mrs.Vanjale M.S	25/04/18 to 27/04/18
157.	Practical/Oral and project Exam	S.V.Kulkarni	09/04/18 to 23/04/18
158.	Theory Examination		02/05/18 to 29/05/18

Head
Instrumentation & Control Egg.