

SANDIP FOUNDATION'S
SANDIP POLYTECHNIC, NASHIK

PROGRAM : MECHANICAL ENGINEERING

ACADEMIC YEAR : 2023-24 (EVEN SEM)



SANDIP
FOUNDATION

Ref. No. : MSBTE/D-40/ Academic Calendar/2023-24/332 Date-22 June 2023

PROGRAM ACTIVITY CALENDAR

SR. NO.	ACTIVITY	DATE	DATE OF EXECUTION
January -2024	Commencement of EVEN term (2nd, 4th & 6th Semester)	02-01-2024	All Programs
	Project work review (Sem-VI)	09-01-2024	Project Coordinator
	Expert/Guest Lectures (feedback & analysis)	15 to 31/01/2024	Expert Talk Coordinator
	Identifying the final year projects for various project competitions	15 to 31/01/2024	Project Coordinator
	Result Analysis Winter-23 Examination	22 to 27/01/2024	Class Teachers & HOD
	Fecilitation of Meritorius Students in W-23 Examination.	22 to 27/01/2024	All Programs
	Alumina Meet (feedback-feedback analysis)	27/01/2024	Inst. Alumni Coordinator
	Remedial measures for students having poor performance (W-23)	29-01-24	Class Teachers
	CO Attainment –(Odd semester)	29 to 31/01/2024	NBA CR. 3 Coordinator
Preventive Maintenance of Lab, Provisional Defaulter List-1 and Reporting to Parents	31/01/2024	Lab. Incharge & Class Teacher	
February-2024	First class test (Class test question paper and model answer)	01 to 05/02/2024	All Faculties
	Moderation of class test question paper for quality improvement	01 to 05/02/2024	NBA Coordinator & HOD
	Industrial visits (feedback & feedback analysis)	01 to 29/02/2024	IV Coordinator
	Exam form filling for Summer 24 Exam.	06 to 19/02/2024	Exam Section
	Mid- Term Defaulter List and Reporting to Parents	02-09-2024	Class Teachers & Tutors
	First Class Test	12 to 14/02/2024	Class Test Coordinator
	Entrepreneurship Awareness/Skill Development/ Value Addition / Continuing Education Program.	15 to 29/07/2024	All Programs
	Parent teacher meeting & Parents feedback (1 st , 2 nd & 3 rd year)	17/02/2024	Class teachers
	Student Feedback on Academics, Facility & its analysis.	19 to 21/01/2024	NBA Coordinator & HOD
	Remedial Measures for Weaker students	15-02-24	Class Teachers
	National Level Technical Festival of Sandip Polytechnic.	23 to 24/02/2024	All Programs
Project Seminars	28/02/2024	Project Coordinator	
Preventive Maintenance of Lab, Provisional Defaulter List-2 & Reporting to Parents	29/02/2024	Lab. Incharge & Class Teacher	
March-2024	Student participation in various national/ state level competitions.	01 to 31/03/2024	Tutors & Class Teachers
	In-Plant Training Awareness session for SY (I-scheme) student	11 to 30/03/2024	ITR Coordinator
	Training & Placement activity- Carrier Guidance	11 to 30/03/2024	Training & Placement cell
	Second Class Test (Class test question paper and model answer)	18 to 22/01/2024	All Faculties
	Moderation of class test question paper for quality improvement.	18 to 22/01/2024	NBA Coordinator & HOD
	Second Class Test	26 to 28/03/2024	Class Test Coordinator
	Farewell Function to Final year Students	29/03/2024	Student Forums
	Students feedback-academics & its analysis	29 & 30/03/2024	NBA Coordinator & HOD
Preventive Maintenance of Lab, Final Defaulter List-3 & Reporting to Parents	30/03/2024	Lab. Incharge & Class Teacher	
April-2024	Submission of Term work, micro project & final year project reports	01 to 09/04/2024	All Course Teachers
	Course & Program Exit survey	01 to 09/04/2024	All Course Teachers
	Final Defaulter List	04-04-2024	Class teachers and HODs
	END of EVEN term (2nd, 4th & 6th Semester)	09-04-2024	All Programs
	MSBTE-Practical Examinations	10 to 19/04/2024	All Faculties
	Additional efforts for bright students	20 & 22/04/2023	Tutors & Class Teachers
	MSBTE Theory Examination	23/04 to 16/05/24	Exam committee
MS-CIT Centres/coaching classes visits for career guidance seminars	23/04/2024 onwards	Admission Committee	
May-2024	MSBTE Theory Examination	23/04 to 16/05/24	Exam committee
	Industrial Training (ITR) to Fourth semester I scheme students.	20/05 to 29/06/24	ITR Coordinator
	Preparation of News letter (Program Level) one per semester	01 to 31/05/2024	Website Coordinators

HOD [ME]