



Xavier Institute of Engineering

Mahim, Mumbai 400016

Department of Electronics and Telecommunication Engineering

(Programme Accredited by National Board of Accreditation -NBA)

ACADEMIC CALENDAR

Activity plan for the Even Semester: IV/ VI/ VIII
Academic Year 2024-2025 - Mumbai University (Summer Session)

S.N	Date	Activity	Responsibility
1.	1 st Week of January 2025	Completion of Lab procurement, Maintenance, Stock verification, Display of Timetable, Preparation for FDP/ STTP	HOD, Lab In-Charges, Lab Assistants
2.	8th January	Commencement of Even Semester (SE, TE, BE)	Faculty, Non-Teaching Staff
3.	2 nd Week of January	Upload Question Bank for First Internal Assessment Test (IAT1)	Faculty
4.	3 rd Week of January	<ul style="list-style-type: none">• Departmental Meeting of Faculty to review the Teaching-Learning Process and Non-Teaching Staff• Department Assessment Committee (DAC) Meeting	HOD, Faculty, Non-Teaching Staff
5.	7 th February	BE Project Progress Evaluation-I	Project In-Charges, Project Guides
6.	3 rd Week of February	Display of Defaulter List – I (attendance as of Feb 14 th) and communication to the parents of the students in the Defaulter List	Class Teachers
7.	15 th February	Department Meeting (Faculty)	HOD
8.	15 th February	Parent-Student Meet with Faculty	Class Teachers
9.	3 rd Week of February	Upload Question Bank for Second Internal Assessment Test (IAT2)	
10.	3rd / 4th Week of February	Internal Assessment Test-1 (IAT1)	Exam In-Charges
11.	3 rd / 4 th Week of February	Declare IAT-I Result	Faculty
12.	1 st Week of March	Remedial Classes for IAT-1 Failures	Class Teachers, Faculty
13.	7 th March	BE Project Progress Evaluation-II	Project In-Charges, Project Guides
14.	15 th March	Internal Academic Audit -1 (Odd Semester Academic Year 2024-25)	HOD, Class Teachers, DQAC Co-ordinator

15.	5 th Week of March	Display of Defaulter List - II and communication to the parents of the students in the Defaulter List	Class Teachers
16.	29 th March	Department Meeting (Faculty)	HOD
17.	1 st / 2 nd Week of April	Internal Assessment Test-2 (IAT2)	Exam In-Charges
18.	11 th April	BE Project Progress Evaluation III	Project In-Charges, Project Guides
19.	15 th April	Display of Final Defaulter List, Remedial Classes, ATKT Tests, and communication to the parents of the students in the Defaulter List	Class Teachers, Faculty
20.	3 rd Week of April	Students' Term-Work Submissions	Faculty
21.	4 th Week of April	Declare IAT-II Result	Faculty
22.	4 th Week of April	External Academic Audit (Odd Semester Academic Year 2024-25)	Faculty
23.	19 th April	Department Meeting (Faculty)	HOD
24.	21 st to 30 th April	Oral, Practical Exams as per Mumbai University schedule	Faculty, Non-Teaching Staff
25.	3 rd May	Department Meeting (Faculty) Conclude Semester Teaching-Learning Process, Allocate Teaching-load	HOD
26.	13 th to 31 st May	End Semester Exams (Even) as per Mumbai University schedule *Tentative	Faculty, Non-Teaching Staff
27.	2 nd to 15 th June	End Semester Exams (Odd) as per Mumbai University schedule *Tentative	Faculty, Non-Teaching Staff
28.	First Week of July	Department Advisory Board (DAB) Meeting	HOD, DAB Members
29.	7 th July 2025	Commencement of Next Academic Year (2025-2026) Odd Semester for SE, TE, BE	Faculty, Non-Teaching Staff



Prof. Nitin Ahire (HOD)

CC: Principal, Department Main Notice Board, Laboratory Notice Boards, HOD's Notice Board, Website, Department File