



Xavier Institute of Engineering

Mahim, Mumbai 400016

Department of Electronics and Telecommunication Engineering

(Programme accredited by National Board of Accreditation - NBA)

EXTC Department Academic Calendar

Activity Plan for the Odd Semester: III, V, and VII.

(Academic Year 2024-2025)

Sr. No.	Date	Activity	Responsibility
1.	First Week of July, 2024	Preparation/ Updating of Subject Handbooks, Lab Manuals, Accreditation Documentation, and Departmental Website	Faculty
2.	First Week of July	Completion of Lab Procurement, Maintenance, Stock Verification	HOD, Faculty, Lab Assistants
3.	First Week of July	Display of Timetable	Time Table In-charge
4.	First Week of July	Department Assessment Committee Meeting	HoD
5.	First Week of July	Departmental Meeting of Teaching and Non-Teaching Staff	HOD, Faculty, Lab Assistants
6.	8 th July	Commencement of Semester III, V, VII (SE, TE, BE)	Faculty
7.	15 th to 19 th July, 2024	Question Bank for First Internal Assessment Test (IAT-I) for SE, TE, BE	Faculty
8.	Last Week of July	Mentor-Mentee allocation (SE)	HoD, SE Class Teacher
9.	Last Week of July	Allocation of BE Projects	Project In-charges
10.	First week of September, 2024	Question Bank for Second Internal Assessment Test (IAT-II) for SE, TE, BE	Faculty
11.	First Week of August	Department Meeting (Teaching and Non-Teaching)	HoD
12.	12 th August	Display of First Defaulter List (SE, TE, BE) and communication to their Parents	Class Teachers
13.	17 th August	Meditation Session	Faculty
14.	19 th August	Parents-Teachers-Meet of Students in the Defaulter List	Class / Subject Teachers
15.	Third Week of August	BE Project Progress Evaluation – I	Project Guides

16.	26 th to 31 st August	First Midterm Test (IAT-I) for SE, TE, BE (Tentative)	Exam In-charges
17.	First Week of September	Declaration of IAT-I Results (SE, TE, BE)	Class Teachers
18.	First Week of September	Department Meeting (Faculty)	HoD
19.	Third Week of September	BE Project Progress Evaluation – II	Project Guides
20.	20 th September, 2024	Display of Defaulter List – II (SE, TE, BE) and communication to their Parents	Class Teachers
21.	First Week of October	Department Meeting (Faculty)	HoD
22.	5 th October	Yoga Session	Faculty
23.	14 th to 19 th October, 2024	Second Midterm Test (IAT-II) for SE, TE, BE (Tentative)	Exam In-charges
24.	16 th October	Display of Final Defaulter List (SE, TE, BE) and communication to their Parents	Class Teachers
25.	19 th October	Parents-Teachers-Meet of Students in the Final Defaulter List	Class Teachers
26.	Third /Fourth week of October	Declaration of IAT-II Results (SE, TE, BE)	Class Teachers
27.	Fourth Week of October	Mini-Projects, BE Project Progress Evaluation – III Students' Term work submissions	Faculty
28.	Fourth / Fifth Week of October	Remedial Classes	Class Teachers
29.	21 st to 31 st October	Oral and Practical Examinations (SE, TE, BE) (Tentative)	Faculty, Non-Teaching Staff
30.	Second Week of November	Department Meeting (Faculty)	HoD
31.	Third Week of November	Commencement of University End Semester Exams (SE, TE, BE) – Odd Semester	Faculty, Non-Teaching Staff
32.	First Week of December	Commencement of University End Semester Exams (SE, TE, BE) – Even Semester	Faculty, Non-Teaching Staff
33.	Third Week of December	Department Meeting, Conclude semester Teaching-Learning process, Load allocation and draft Timetable for following Even Semester	HoD
34.	2 nd January 2025	Tentative Commencement of Even Semester (SE, TE, BE)	Faculty, Non-Teaching Staff



Prof. Nitin Ahire (HOD)

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