

PCCOE/IT/2024-25/280



**Pimpri Chinchwad Education Trust's  
Pimpri Chinchwad College of Engineering  
Information Technology Department**

Record No.: ACAD/R/06

Revision: 00

Date: 18/08/2023

**Event Calendar of the Department**

Academic Year: 2024-25

Semester: II

Date: 28/12/2024

Sr. No.	Activity	Date	In charge Staff	Compliance of Activity (held/delayed/canceled)
<b>Events in the Month of December</b>				
1.	Communication to the students- • Commencement date, • Mentoring and Counseling session for the students on Professional Electives, Open electives, Honors and Minors	18-12-2024 To 22-12-2024	HOD & All Teachers	
2.	Course Registration	23-12-2024 to 26-12-2024	—	
3.	Course Meetings, Module Meetings, Academic planning, Teaching Plans, Laboratory plan, Assessment Plan, Deciding Targets, Review of preparation and PAC, etc.	Up to 30-12-2024	PAC Committee Members	
4.	PRN List, Time Table (Updating Notice Board and website)	Up to 30-12-2024	All Class Teachers Time Table Coordinator	
5.	DUPC Meeting: Finalization of Formative Assessment Tools	Up to 31-12-2024	DUPC Coordinator	
<b>Events in the Month of January</b>				
6.	Commencement of Teaching : Semester - II	01-01-2025	All Teachers	
7.	HoD Address	01-01-2025 to 07-01-2025	HOD	
8.	Academic Coordinators Meeting	02-01-2025	All Academic Coordinator	
9.	Academic Monitoring - I	21-01-2025	All Class Teachers & Academic Coordinator	
10.	SDW Activity – I (Higher Studies Activity – GRE Preparation)	24-01-2025	Mrs. Radha Deoghare	
11.	Display the list of Registered students by the Examination Section	30-01-2025	Exam Section	
12.	Project Review - I	30-01-2025	Dr. Maya Bembade	
13.	R&D Activity – I (IIC Activity)	Fifth week of January	Dr. Maya Bembade Mrs. Sandhya Waghere	

Events in the Month of February				
14.	III Activity – I (Resume Building)	First Week of February	Mr. Ravindra Aher	
15.	PTG Meeting - I	03-02-2025 to 07-02-2025	PTG Coordinator	
16.	Academic Coordinators Meeting	06-02-2025	All Academic Coordinator	
17.	SDW Activity – II (Higher Studies Activity – CAT Preparation)	07-02-2025	Mrs. Radha Deoghare	
18.	Formative Assessment 1 (FA1) *	(Tentative guideline) 10-02-2025 to 14-02-2025	All Teachers and Academic Coordinator	
19.	Academic Monitoring - I	15-02-2025	All Class Teachers & Academic Coordinator	
20.	Parent Meet	24-02-2025 to 28-02-2025	Ms. Rakhi Pagar	
21.	Project Review - II	28-02-2025	Dr. Maya Bembade	
22.	R&D Activity - II	Last week of February	Dr. Maya Bembade	
23.	SDW Activity – III (ISR Activity)	Last week of February	Mr. Rohit Tate	
Events in the Month of March				
24.	Mid-term work submission/Mock oral.	01-03-2025 to 08-03-2025	Respective Course Faculty	
25.	III Activity–II (Freelancing Opportunities)	First Week of March	Mr. Ravindra Aher	
26.	Academic Coordinators Meeting	06-03-2025	All Academic Coordinator	
27.	SDW Activity – IV (Praxis)	07-03-2025 to 08-03-2025	Mrs. Tanuja Patankar Mrs. Shraddha Tawade	
28.	<ul style="list-style-type: none"> <li>Attendance Monitoring – II,</li> <li>Display of Provisional Detention list -I</li> </ul>	08-03-2025	All Class Teachers & Academic Coordinator	
29.	PTG Meeting - II	10-03-2025 to 14-03-2025	PTG Coordinator	
30.	Academic Monitoring -II	29-03-2025	All Class Teachers & Academic Coordinator	



Events in the Month of April				
31.	Formative Assessment 2 (FA2) *	(Tentative guideline) 01-04-2025 to 08-04-2025	All Teachers and Academic Coordinator	
32.	III Activity – III (Skill Development)	First Week of April	Mr. Ravindra Aher	
33.	Academic Coordinators Meeting	03-04-2025	All Class Teachers and Academic Coordinator	
34.	Submission of Summative Assessment (SA) theory course Question Paper	08-04-2025	Exam Coordinator	
35.	SDW Activity – V ( Farewell)	11-04-2025	Mrs. Tanuja Patankar Mrs. Shraddha Tawade	
36.	<ul style="list-style-type: none"> <li>• Attendance Monitoring- III</li> <li>• Display of Provisional Detention list -II</li> </ul>	12-04-2025	All Class Teachers & Academic Coordinator	
37.	PTG Meeting - III	14-04-2025 to 18-04-2025	PTG Coordinator	
38.	End term submission, Mock oral /practical	15-04-2025 to 19-04-2025	Respective Course Teacher	
39.	Department PAC	15-04-2025 to 19-04-2025	PAC Committee Members	
40.	End Semester Feedback	17-04-2025 to 21-04-2025	Mrs. Radha Deoghare	
41.	Course Exit Survey/ Program Exit Survey	17-04-2025 to 21-04-2025	Dr. Maya Bembade	
42.	<ul style="list-style-type: none"> <li>• Attendance Monitoring - IV</li> <li>• Academic Monitoring - III</li> </ul>	21-04-2025	All Class Teachers & Academic Coordinator	
43.	Conclusion of Teaching	21-04-2025	All Class Teachers & Academic Coordinator	
44.	Detention list from HoD to Dean office	21-04-2025	All Class Teachers, Academic Coordinator & HoD	
45.	Practical exam/ End term Project / Seminar / Internship Oral Examination ( <i>Slot-I</i> )	22-04-2025 to 26-04-2025	Exam Coordinator	
46.	Faculty Appreciation, Performance Appraisal and counseling for improvement	28-04-2025 to 02-05-2025	HoD	
47.	Summative Assessment (SA) Exam and Evaluation	29-04-2025 to 12-05-2025	Exam Coordinator	

Events in the Month of May				
48.	Academic Coordinators Meeting	01-05-2025	All Class Teachers & Academic Coordinator	
49.	DUPC Meeting: Verification of FA, SA, Approval of marks, corner cases	12-05-2025 to 18-05-2025	DUPC Coordinator	
50.	Practical exam/ End term Project / Seminar / Internship Oral Examination (Slot-II if required)	16-05-2025 to 18-05-2025	Exam Coordinator	
51.	Summer Internship	15-05-2025 to 30-06-2025	Mr. Ravindra Aher	
52.	Last day to show the paper and mark entry in ERP	17-05-2025	Exam Coordinator	
53.	Hard copy submission to CoE	19-05-2025	Exam Coordinator	
54.	Declaration of Result	22-05-2025	Exam Coordinator	
55.	Registration for Re-SA	22-05-2025 to 24-05-2025	Exam Coordinator	
56.	Re-practical exam (Failed students and genuine cases)	24-05-2025 to 27-05-2025	Exam Coordinator	
57.	Re-SA (Failed students and genuine cases)	29-05-2025 to 09-06-2025	Exam Coordinator	
Events in the Month of June				
58.	Last day to show the Re-SA paper and mark entry in ERP	12-06-2025	Exam Coordinator	
59.	Hard copy submission to CoE	13-06-2025	Exam Coordinator	
60.	Declaration of Result for Re-exam cases	16-06-2025	Exam Coordinator	
61.	Registration for Summer Exam	16-06-2025 to 17-06-2025	Exam Coordinator	
62.	Summer Practical Exam	18-06-2025 to 19-06-2025	Exam Coordinator	
63.	Summer Exam	20-06-2025 to 05-07-2025	Exam Coordinator	
Events in the Month of July				
64.	Commencement of Odd Semester of 2025-26	07-07-2025	All Class Teachers & Academic Coordinator	
65.	Last day to show the Summer Exam paper and mark entry in ERP	10-07-2025	Exam Coordinator	
66.	Hard copy submission to CoE	11-07-2025	Exam Coordinator	
67.	Declaration of Result for Summer Exam	14-07-2025	Exam Coordinator	

- \* FA (FA 1 & FA 2) may be separate or combined, dates may vary as per course requirement, can be conducted throughout Semester
- # Not applicable for S. Y. M. Tech



Dr. Rajesh Phursule  
Academic Coordinator



Dr. Jayashree Katti  
Head of the Department