

BRACT'S  
**Vishwakarma Institute of Information Technology, Pune**  
**Department of Information Technology**  
**Departmental Academic Calendar**  
 Academic Year : 2020-21; Semester: I

Form No. APF 1.2  
 Revision No. 01  
 Date 13-07-2018

Date : 18-06-2020

Month	06/20		07/20		08/20		09/20		10/20		11/20		12/20	
DATES	Planned Activity	Implementation status	Planned Activity	Implementation status	Planned Activity	Implementation status	Planned Activity	Implementation status	Planned Activity	Implementation status	Planned Activity	Implementation status	Planned Activity	Implementation status
1			Directors Meeting with Students		HoD Meeting				Department Meeting		<b>Sunday</b>		Course End Survey	
2			Parents Meet #1 HoD Meeting with Students		<b>Sunday</b>		Lab. Sessions Start (Phase-I)		<b>Gandhi Jayanti</b> Clean dept drive		Academic Monitoring		Course End Survey	
3	Department Meeting		Departmental Meeting with Students		<b>Commencement of Teaching</b>				Class Teacher-Batch Gurdian Meeting		Class Teacher-Batch Gurdian Meeting		Final Defaulter List	
4			IQAC Meeting		Department Meeting		Academic Monitoring		<b>Sunday</b>				Final Defaulter List	
5			<b>Sunday</b>		Formation of ITSF		<b>VIT Foundation Day,</b> IQAC Meeting,Teacher's day Celebration SY/TY/BY Guest Lecture		Academic Monitoring SY/TY/BY Guest Lecture				<b>Conclusion of Teaching,</b> HoD Meeting Department Meeting	
6			Induction Program		<b>MRC Meeting</b> Formation of ITSF		<b>Sunday</b>						<b>Sunday</b>	
7	<b>Sunday</b>		Induction Program		Formation of ITSF		Faculty Feedback #1				HoD Meeting		OR/PR/SCE Exam, Academic Monitoring	
8			Induction Program		IQAC Meeting Formation of ITSF		Faculty Feedback #1				<b>Sunday</b>		OR/PR/SCE Exam	
9			Induction Program		<b>Sunday</b>		Faculty Feedback #1				Department Meeting		OR/PR/SCE Exam	
10			Induction Program		Formation of ITSF		Faculty Feedback #1 SY/TY/BY Guest Lecture		Lab. Sessions End (Phase-I), HoD Meeting				OR/PR/SCE Exam	
11			HoD Meeting				Faculty Feedback #1		<b>Sunday</b>				OR/PR/SCE Exam	
12			<b>Sunday</b>				HoD Meeting		In-Semester Examination		IQAC Meeting		OR/PR/SCE Exam, IQAC Meeting	
13			Department Meeting, Orientation program, Bridge courses				<b>Sunday</b>		In-Semester Examination				<b>Sunday</b>	
14	<b>Sunday</b>		Orientation program, Bridge courses		HoD Meeting				In-Semester Examination				End Semester Examination	
15			Orientation program, Bridge courses		<b>Independence Day</b>		Department Meeting		In-Semester Examination		<b>Sunday</b>		End Semester Examination	
16			Orientation program, Bridge courses		<b>Sunday</b>				In-Semester Examination, IQAC Meeting				End Semester Examination	

Month	06/20		07/20		08/20		09/20		10/20		11/20		12/20	
17			Orientation program, Bridge courses				SY/TY/BY Guest Lecture		In-Semester Examination, IAB & DAB Meeting				End Semester Examination	
18			IQAC Meeting		Department Meeting				<b>Sunday</b>				End Semester Examination	
19			<b>Sunday</b>		SY/TY/BY Guest Lecture		IQAC Meeting		Lab. Sessions Start (Phase-II)				End Semester Examination, HoD Meeting	
20			T&P Sessions, Audit Courses, Value Addition Prog.				<b>Sunday</b>						<b>Sunday</b>	
21	<b>Sunday</b>		T&P Sessions, Audit Courses, Value Addition Prog.								HoD Meeting		MRC Meeting	
22	Lab. Equipment Maintenance CDP		T&P Sessions, Audit Courses, Value Addition Prog.		IQAC Meeting						<b>Sunday</b>			
23	Lab. Equipment Maintenance CDP		T&P Sessions, Audit Courses, Value Addition Prog.		<b>Sunday</b>						Faculty Feedback #2, Provisional Defaulters List			
24	Lab. Equipment Maintenance CDP		T&P Sessions, Audit Courses, Value Addition Prog.		FTR #1				HoD Meeting		Department Meeting, Faculty Feedback #2, Provisional Defaulters List			
25	Lab. Equipment Maintenance CDP		<b>Board of Governors Meeting</b>		FTR #1 ITSF Technical Activity		ITSF Technical Activity- After Admission-FE Orientation by ITSF		<b>Sunday</b>		Faculty Feedback #2, Parents Meet #2			
26	Lab. Equipment Maintenance CDP		<b>Sunday</b>		BY-Machine learning Guest Lecture			HoD Meeting	Department Meeting		Faculty Feedback #2, Parents Meet #2			
27	HoD Meeting Department Meeting		T&P Sessions, Alumni Interaction, CV Writing Workshop				<b>Sunday</b>				Faculty Feedback #2, Parents Meet #2		<b>Sunday</b>	
28	<b>Sunday</b>		T&P Sessions, Alumni Interaction, CV Writing Workshop				Internal Quality Audit		FTR #2		Lab. Sessions End (Phase-II), IQAC Meeting			
29	CDP, Lab. Equipment Maintenance		T&P Sessions, Alumni Interaction, CV Writing Workshop		HoD Meeting		Internal Quality Audit		FTR #2		<b>Sunday</b>			
30	CDP, Lab. Equipment Maintenance		T&P Sessions, Alumni Interaction, CV Writing Workshop		<b>Sunday</b>		Formation of Student Council Internal Quality Audit		FTR #2					
31			T&P Sessions, Alumni Interaction, CV Writing Workshop		Department Meeting Class Teacher-Batch Gurdian Meeting				IQAC Meeting					

**Notes:**

- CDP: Course Development Program [All Faculty Members Teaching a particular Course and/or that 'vertical' complete detailed teaching plan of all Units of theory Course (syllabus) including Practical/ Tutorial work and their Evaluation/ Assessment, site/ industrial visits, expert/ guest lecture, etc. as applicable]
- HoD: Heads of Department, IQAC: Internal Quality Assurance Cell, T&P: Training and Placement, IAB: Industry Advisory Board, DAB: Department Advisory Board, MRC: Management Review Committee
- OR: Orals, PR: Practical, SCE: Skill and Competency Evaluation, FTR: Formal Technical Review

*(The Institute reserves the rights to make changes in the Calendar in case of unavoidable circumstances. Students are therefore advised to see the notice boards, Institute Web-site; and messages on their official WhatsApp Group as well as e-mail for updates)*

Ms.Swati B.Patil  
Time Table Coordinator

Dr.Priya M.Shelke  
Associate Head

Dr. Pravin R.Futane  
Head-IT