

**M.B.E. Society's****T.B.G. Polytechnic, Ambajogai.****Department of Electrical Engineering****Departmental Plan (2024-2025)**

<b>Sr. No</b>	<b>Activity/Event</b>	<b>Date</b>	<b>Responsibility</b>
01	Notice for students regarding start of Second Semester	Last Week Dec 2024	Principal, First I/C, H.O.D
02	Notice Broad Display of Time Table Fourth and Sixth Semester	24/12/2024	Principal, First I/C, H.O.D
03	Allocation of Subject Second Semester	In Between 24/12/24 to 31/12/2024	Principal, First I/C, H.O.D
04	Commencement of the Classes	01/01/2025	Principal, First I/C, H.O.D & Staff, Students
05	Expert Seminar/Classes/Workshop	In Between 01/01/25 to 07/04/2025	Principal, First I/C, H.O.D, Concerned Staff, Students
06	Call the Parents of the Student Less Attendance in 15 Days	15,30/01/2025, 14,28/02/2025, 15,30/03/2025	First I/C, H.O.D, Staff & Lab Assistant
07	Staff Meeting	01/02/25 & 02/03/2025	First I/C, H.O.D & Staff
08	Staff Deputation for Training	In Between 20/12/2024 to 07/04/2025	Principal, H.O.D, First I/C, Concerned Staff
09	I.E.D.S.S.A Women's Sports Selection	In Between 22/02 /25 to 31/01/2025	Principal, Women's Sports In Charge & Selection Staff, Students
10	I.E.D.S.S.A Boys Sports	In Between 22/02/25 to 31/01/2025	Principal, Sports In Charge & Selection Staff, Students
11	First Class Test	In Between 10/02/25 to 13/02/2025	Principal, H.O.D, Academic Coordinator, Staff, Students

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12	Second Class Test	In Between 07/04/ 25 to 09/04/2025	Principal, H.O.D, Academic Coordinator, Staff, Students
13	Display of Test Marks I & II	Within Three Days from the Test	H.O.D, Concerned Staff
14	Non-Teaching Staff Meeting	01/02/25 & 27/04/2025	First I/C, H.O.D & Staff
15	Submission Work	In Between 10/04/25 to 16/04/2025	Principal, First I/C, H.O.D & Staff, Students
16	Term End	17/04/2025	First I/C, H.O.D, Staff & Students
17	M.S.B.T.E Practical Exams	In Between 18/04/25 to 28/04/2025	H.O.D, Staff & Students
18	M.S.B.T.E Theory Exam	In Between 02/05 25 to 24/05/2025	M.S.B.T.E & Affiliated Instt.
19	Result Declare	Fourth Week of June 2025	M.S.B.T.E Board
20	R.A.C	Second April to till End	Principal, H.O.D, Concerned Staff
21	Vacation	From June as per Institute and M.S.B.T.E Guide line	First I/C, Principal & H.O.D
22	Start of Academic year 2025-26	01/07/2025	Principal, H.O.D & Staff

Head of Department

Principal