



Mahatma Basweshwar Education Society's  
T.B.Girwalkar. Polytechnic, Ambajogai.  
**Department of Electrical Engineering**



TBGPA/EE/Departmental-plan/

**Odd Semester Departmental Plan-(2025-2026)**

Date 12/06/2025

S.No	Activity/Event	Description	Date	Responsibility
01	Academic Term	Start date for all semesters except First Semester	01/07/2025	MSBTE, Management Committee, Principal, H.O.D
02	Academic Term	Start date for First Semester	After completion of admission process (August)	MSBTE, Management Committee, Principal, First Year In-Charge
03	Student Notice – Semester Start	Notice for commencement of Odd Semester (except First Semester)	Last Week of June 2025	Principal, H.O.D
04	Timetable Display	Display of timetable for First Semester	Last Week of July 2025	Principal, First Year In-Charge
05	Timetable Display	Display of timetable for First, Third, and Fifth Semesters	11/06/2025	Principal, H.O.D
06	Subject Allocation	Subject allocation for First, Third, and Fifth Semesters	Between 11/06/2025 & 30/06/2025	Principal, H.O.D
07	Commencement of Classes	As per MSBTE circular, for semesters other than First Semester	01/07/2025	Principal, First In-Charge, H.O.D, Staff, Students
08	Seminars/Workshops	At least two expert seminars/industry workshops must be conducted	Between 01/07/2025 & 17/10/2025	Principal, H.O.D, Concerned Staff

H.O.D

Principal



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09	Parent Communication	Inform parents of students with low attendance (every 15 days)	15/07 & 30/07/2025, 14/08 & 28/08/2025, 15/09 & 30/09/2025	First In-Charge, H.O.D, Staff, Lab Assistant
10	Staff Meetings	At least two staff meetings to be conducted	04/07/2025 & 03/10/2025	H.O.D, Staff
11	Staff Training Deputation	Two staff members to be deputed per semester for MSBTE training	Between 01/07/2025 & 17/10/2025	Principal, H.O.D, First In-Charge, Concerned Staff
12	Girls' Sports	Indoor (Chess, Carrom) and Outdoor (Badminton) games encouraged	Every Saturday until end of September	Principal, Girls' Sports In-Charge, Selection Staff, Students
13	Boys' Sports	Indoor (Chess, Carrom) and Outdoor (Cricket, Football, Kho-Kho, Badminton) games encouraged	Every Saturday until end of September	Principal, Sports In-Charge, Selection Staff, Students
14	First Class Test	For Odd Semesters (except First Semester)	Between 11/08/2025 & 13/08/2025	Principal, H.O.D, Academic Coordinator, Staff, Students
15	Second Class Test	For Odd Semesters	Between 13/10/2025 & 15/10/2025	Principal, H.O.D, Academic Coordinator, Staff, Students
16	Display of Test Marks	Display marks of Test I & II on WhatsApp and Notice Board	Within 3 days of the test	H.O.D, Concerned Staff

H.O.D

Principal



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17	Submission of Test Records	Submit hard copy of marks and attendance	Within 3 days of the test	H.O.D, Concerned Staff
18	Exam Form Filling	Examination form submission with normal fee	Between 01/09/2025 & 11/09/2025	Candidates, Office Staff
19	Practical Exams	MSBTE Internal & External Practical Examinations	Between 28/10/2025 & 06/11/2025	Principal, Exam Staff, Candidates
20	Theory Exams	MSBTE Theory Examinations	Between 11/11/2025 & 03/12/2025	Principal, Exam Staff, Candidates
21	Result Declaration	MSBTE Result Declaration	Second Week of January 2026	MSBTE

Note:

- Date and event may change according M.S.B.T.E order, conducting authority circular, & staff convinces.
- Keep records for any activities.

H.O.D

Principal