

**Department of Computer Science & Technology
Manav Rachna University**

Activity Calendar (JAN-JUNE 2021)

Proposed Date(s)	Week	Proposed Activity	Coordinator
4th Jan 2021	WEEK 1 4th - 8th JAN 2021	Commencement of Session 4th and 6th Semester	
4th - 8th Jan 2021		Pre-registration for the courses on ERP	Prog Coordinator with ERP Team
1st Jan 2021		Sharing of final load and list of course co-ordinators	Time Table Team
6th Jan 2021		Monthly Report	Mr. Ankur Kumar Aggarwal
8th Jan 2021		Departmental Meeting	HoD/Asso. HoD & Faculty members
		DRC - First Course Review	Course Coordinator /DRC Team
8th Jan 2021		Approval for Courses Registration by HoD	HoD
8th Jan 2021		Downloading of Registration Data from ERP	Prog Co-ordinators with ERP Team
	WEEK 2 11th - 16th JAN 2021	Alumni TALK	Alumni Team
		1st Interaction with CR's	Head & Associate Head
		IEEE CLUB-EVENT	IEEE Chapter
		Expert Talk from Industry	HoD, Asso. HoD, Team Manzil
	WEEK 3 18th - 22th JAN 2021	RCC-EVENT	RCC team
30th January 2021	WEEK 4 25th - 30th JAN 2021	1st Attendance Review	Prog Co-ordinators
1st -6th February 2021	WEEK 5 1st - 6th FEB 2021	Formative Feedback	Feedback Team
6th Feb 2021		Monthly report	Mr. Ankur Kumar Aggarwal
6th Feb 2021		Submission & Review of Question papers for T1	Examination Co-ordinator, Head & Assoc-Head
8th -13th February 2021	WEEK 6 8th - 12th FEB 2021	Test T1	Examination Team and Concerned Faculty Members
8th Feb 2021		Departmental meeting	HoD/Asso. HoD & Faculty members
		2nd Interaction with CR's	Head & Associate Head
	WEEK 7 15th - 20th FEB 2021	Expert Talk from Industry	HoD, Asso. HoD, Team Manzil
		Alumni Talk	Alumni Team
20th February 2021		Parent Teacher Interaction Day (short attendance cases + performance in T1 (Online/Offline)	Prog Co-ordinators & HoD/Assoc Hod
	WEEK 8 22nd - 26th FEB 2021	IEEE CLUB-EVENT	IEEE chapter
		RCC EVENT	RCC TEAM
		Review of T1 marks before submission and open house with HoD	
20th February, 2021		Report on Parent Teacher Interaction Day (short attendance cases + performance in T1 (Online/Offline) for senior semesters	23rd Feb from HoD's
		Submission of marks on ERP for T1 & PT1	Faculty members with ERP Team
6th March 2021	WEEK 9 1st - 6th MARCH 2021	Monthly report	Mr. Ankur Kumar Aggarwal
1st March, 2021		Commencement of classes (2ND SEM)	
1st - 6th March, 2021		Semester Registration Confirmation(2ND SEM)	
		T1 Analysis	Course Coordinator, PCs, HoD & Assoc HoD
		DRC - 2nd Course Review	DRC Team
	WEEK 10 8th - 12th MARCH 2021	Expert Talk from Industry	HoD, Asso. HoD, Team Manzil
		Departmental meeting	HoD/Asso. HoD & Faculty members
12th March, 2021		2nd Attendance Review Report for Higher Semesters	Mr. Agha Imran
		3rd Interaction with CR's	Head & Associate Head
12th March 2021		2nd Attendance Review	Prog Co-ordinators
	WEEK 11 15th - 20th MARCH 2021	Submission & Review of Question papers for T2	Examination Co-ordinator, Head & Assoc-Head
15th-20th March 2021		Test T2	Examination Team and Concerned Faculty Members
	WEEK 13 29th MARCH - 3rd APRIL 2021	RCC EVENT	RCC TEAM
		Alumni Talk	Alumni Team
26th March 2021		Parent Teacher Interaction Day 1 (Online Meeting with Head & Mentors)(2ND SEM)	
26th March, 2021		Report on Parent Teacher Interaction Day (short attendance cases + performance in T1 &T2(online/offline) for senior semesters	30th March by HoD's
26th March 2021		Parent Teacher Interaction Day 2	Prog Co-ordinators & HoD/Assoc Hod
27th March, 2021		Report on Parent Teacher Interaction Day for 2nd Semester	30th March by All HoD's
		Review of T2 marks before submission and open house with HoD	
		Submission of marks on ERP for T2 & PT2	Faculty members with ERP Team
29th March - 2nd April, 2021		Formative Feedback (2ND SEM)	
		IEEE CLUB-EVENT	IEEE chapter
2nd April, 2021		1st Attendance Review (2ND SEM)	
		T2 Analysis	Course Coordinator, PCs, HoD & Assoc HoD

3rd -9th April, 2021		Test T1(2ND SEM)	
		4th Interaction with CR's	Head & Associate Head
6th April 2021	WEEK 14 5th - 9th APRIL 2021	Monthly report	Mr. Ankur Kumar Aggarwal
3rd -9th April, 2021		Test T1(2ND SEM)	
		DRC - 3rd Course Review	DRC Team
		Expert Talk from Industry	HoD, Asso. HoD, Team Manzil
		RCC EVENT	RCC TEAM
	WEEK 15 12th - 17th APRIL 2021	5th Interaction with CR's	Head & Associate Head
		Data collection of Resessional Exams (T1 and T2) Exceptional cases	HoD, Dept. Exam team
		Finalization of Resessional Exams (T1 and T2) Exceptional cases	HoD, Dept. Exam team
		IEEE CLUB-EVENT	IEEE chapter
12th-16th April 2021		Presentations on Electives for Next Semester	Timetable Team & Hod/Assoc HoD Concerned Faculty Members
17th to 23rd April 2021	WEEK 16 19th - 23rd APRIL 2021	Resessional Exams (T1 & T2) exceptional cases as approved by Dean of Faculty	Examination Team and Concerned Faculty Members
		6th Interaction with CR's	Head & Associate Head
		Alumni Talk	Alumni Team
		Course Coverage Report	Course Coordinator
	WEEK 17 26th APRIL - 1st MAY 2021	Departmental meeting	HoD/Asso. HoD & Faculty members
24th April 2020		3rd Attendance Review	Program coordinator
26th - 30th April 2021		Summative Feedback	Feedback Team
26th - 30th April 2021		Pre Registration for next semester	Program coordinator
6th May 2021	WEEK 18 3rd - 7th MAY 2021	Submission of Internal Awards on ERP	Faculty members with ERP Team
		Monthly report	Mr. Ankur Kumar Aggarwal
		Departmental meeting	HoD/Asso. HoD & Faculty members
7th May 2021		2nd Attendance Review (2ND SEM)	
7th May 2021		Final Attendance Review	Program coordinator
7th May 2021		Parent Teacher Interaction Day 2(Online/offline Meeting with Head & Mentors) (2ND SEM)	
7th May, 2021 to 14th May, 2021		2nd Attendance Review for 2nd Semester	14th May from Dean of Faculty/Respective HoD's
7th May 2021		Last Day of Classes	NA
8th -12th May 2021	WEEK 19 10th - 15th MAY 2021	Preparatory Leave	NA
8th May, 2021		Parent Teacher Interaction Day 2 (Online/offline Meeting with Head & Mentors) for 2nd Semester	11th May from All HoD's
11th May 2021		Announcement of Detention	Head & Associate Head
12th & 13th May 2021		Issue of Admit Cards for T3 from Academic Section	Program coordinator
		RCC EVENT	RCC TEAM
15th May 2021		Submission of Internal Awards on ERP as per CO-PO mapping	All faculty members with ERP Team
10th - 15th May, 2021		Test T2 (2ND SEM)	
		Report on Submission of Internal Awards on ERP as per CO-PO mapping for senior Semester	Mr. Agha Imran & Ms. Shefali Chopra
13th May to 5th June 2021		Test T3 &PT3	Examination Team
		WEEK 20 17th - 21st MAY 2021	IEEE CLUB-EVENT
	Expert Talk from Industry		HoD, Asso. HoD, Team Manzil
21st May 2021	Submission of T1, T2 and Internal Awards with Exam Cell		HoD, Course Coordinator, Program coordinator
	WEEK 21 24th - 29th MAY 2021	Alumni Talk	Alumni Team
	WEEK 22 31st MAY - 5th JUNE 2021	RCC EVENT	RCC TEAM
31st May to 5th June (not mentioned in Academic Calendar)		Presentations on Electives for next Semester (2nd Semesters)	Programme Coordinators/HoD's
		Expert Talk from Industry	HoD, Asso. HoD, Team Manzil
		Previous Semester Lab Work/ Internship/Project work (Post Even Semester)	CST Department
7th -12th June 2021	WEEK 23 7th - 11th JUNE 2021	Summative & Course Exit Feedback (2ND SEM)	
7th -11th June 2021		Pre Registration for next semester (2ND SEM)	
7th -12th June 2021		Resessional Exams (T1 & T2) exceptional cases as approved by Dean of Faculty(2ND SEM)	
		Departmental meeting	HoD/Asso. HoD & Faculty members
7th June 2020- 17th July 2021		Summer Training	Team Manzil
11th June 2020		Open House	CST Department
7th June 2020- 17th July 2021	WEEK 24 14th - 19th JUNE 2021	Summer Training	Team Manzil
19th June, 2021		3rd Attendance Review & Last Day of Classes for 2nd Semester	Mr. Agha Imran
		Alumni Talk	Alumni Team
7th June 2020- 17th July 2021		Summer Training	Team Manzil
		IEEE CLUB-EVENT	IEEE chapter

21st June June (not mentioned in Academic Calendar)	WEEK 25 21st - 25th JUNE 2021	Report on Submission of Internal Awards on ERP as per CO-PO mapping for 2nd Semester	Mr. Agha Imran & Ms. Shefali Chopra
25th June 2021		3rd Attendance Review & Last Day of Classes (2ND SEM)	
		Evaluation of Internship/Project Work	Team Manzil
26th -30th June 2021	WEEK 26 28th JUNE - 3rd JULY 2021	Preparatory Leave (2ND SEM)	
28th June 2021		Announcement of Detention (2ND SEM)	
29th - 30rd June 2021		Issue of Admit Cards from Academic Section (2ND SEM)	
21st June 2021		Result Declaration	HoD/Asso. HoD & Faculty members
1st -15th July, 2021		Test T3 & PT3 (2ND SEM)	
7th June 2020- 17th July 2021		Summer Training	Team Manzil
1st -15th July, 2021		Test T3 & PT3 (2ND SEM)	
7th June 2020- 17th July 2021	WEEK 27, 28 5th - 17th JULY 2021	Summer Training	Team Manzil
20th July, 2021		Open House (2ND SEM)	
23rd July, 2021		Result Declaration (2ND SEM)	