



**SANDIP**  
FOUNDATION

# SANDIP FOUNDATION'S SHRI RAM POLYTECHNIC

Neelam Vidya Vihar, Village - Sijoul, Post – Mailam, District – Madhubani,

BIHAR – 847235

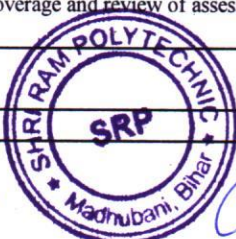
Approved by AICTE, New Delhi and Affiliated to SBTE, Patna, Bihar

Ref No. SF/SRP/2023/00/016 (Revised)

Date: 14/08/2023

## Academic calendar for the Diploma Courses 2023-2024

Sep-23			
1	Commencement of Teaching of 1st semester students	7-Sep-23	HoD
2	Induction/ Orientation Programme of 1st semester and 3rd (LE) students	07-Sep to 07-Oct 2023	HoD of Department
3	Engineers Day Celebration	15-Sep-23	HoD
4	Registration of admitted students	20-30 Sep 2023	SBTE ERP and Class Teachers
5	Ganesh Chaturthi	19-Sep-23	All Faculties
6	NSS Day	24-Sep-23	Sports coordinator
7	Review of lesson plan coverage and review of assessment of attainment level	30-Sep-23	Class Teachers
8	Submission of all reports as per IQAC by HoD	30-Sep-23	HoD
9	Quarterly JD Revision	30-Sep-23	HoD of Department
Oct-23			
10	India's Startup day	1-Oct-23	All Faculties
11	Gandhi Jayanti	2-Oct-23	All Faculties
12	Commencement of Teaching of 3rd and 5th semester students	9-Oct-23	HoD
13	Registration of 3rd and 5th semester students	16-22 Oct 2023	SBTE ERP and Class Teachers
14	Durgapuja	20 to 24 Oct 2023	Dugapuja Celebration
15	Tutor Meeting	28-Oct-23	Respective Tutor / HoD
16	Submission of all reports as per IQAC by HoD	30-Oct-23	HoD
17	Review of lesson plan coverage and review of assessment of attainment level	30-Oct-23	Academic Coordinator
Nov-23			
18	Diwali, Bhaidooj & Chhat Puja	11-15 Nov & 20-22 Nov 2023	Holiday
19	Conduction of 1st Class test for 1st ,3rd & 5th semester students	25- 29 Nov 23	All Faculties
20	Constitution Day	26-Nov-23	All Faculties
21	Sports Meet	29 -30 Nov 2023	All Faculties
22	Display of 1st Class Test Marks and identification of weak students for extra classes	30-Nov-23	All Faculties
23	Submission of Concrete Plan by Concerned HOD's to the Principal for conduct of remedial classes for weak students	30-Nov-23	HoD
24	Submission of all reports as per IQAC by HoD	30-Nov-23	HoD
25	Review of lesson plan coverage and review of assessment of attainment level	30-Nov-23	Academic Coordinator
Dec-23			
26	World AIDS day	1-Dec-23	Class Teachers
27	Conduction of 2nd Class test for 1st ,3rd & 5th semester students	16- 19 Dec 23	All Faculties
28	Display of 2nd Class Test Marks and identification of weak students for extra classes	20-Dec-23	All Faculties
27	National Energy Conservation day	21-Dec-23	HoD
30	Submission of Concrete Plan by Concerned HOD's to the Principal for conduct of remedial classes for weak students	27-Dec-23	HoD
31	Submission of all reports as per IQAC by HoD	27-Dec-23	All HoD
32	Review of lesson plan coverage and review of assessment of attainment level	27-Dec-23	Class Teachers
33	Parents Meet	Last Week of December	All Class Teachers and HoD
34	Quarterly JD Revision	27-Dec-23	HoD of Department





# Academic calendar for the Diploma Courses 2023-2024

Jan-24			
35	National Youth Day	12-Jan-24	HoD of Department
36	Social Awareness	13-Jan-24	HoD of Department
37	Conduction of 3rd Class test for 1st ,3rd & 5th semester students	20- 24 Jan 24	All Faculties
38	Republic Day	26-Jan-24	All Faculties
39	Display of 3rd Class Test Marks and identification of weak students for extra classes	27-Jan-24	All Faculties
40	Submission of Concrete Plan by Concerned HOD's to the Principal for conduct of remedial classes for weak students	29-Jan-24	HoD
41	Submission of all reports as per IQAC by HoD	31-Jan-24	HoD
42	Review of lesson plan coverage and review of assessment of attainment level	31-Jan-24	Class Teachers
Feb-24			
43	Saraswati Puja	14-Feb-24	All Faculties
44	Conduction of 4th Class test for 1st ,3rd & 5th semester students	10- 13 Feb 24	All Faculties
45	Display of 4th Class Test Marks and identification of weak students for extra classes	16-Feb-24	All Faculties
46	Submission of Examination form for 1st ,3rd & 5th semester students	20-22 Feb 24	HoD of Department
47	Submission of Concrete Plan by Concerned HOD's to the Principal for conduct of remedial classes for weak students	21-Feb-24	HoD
48	Tutor Meeting	24-Feb-24	Respective Tutor / HoD
49	Admit Card Download	24-Feb-24	HoD of Department
50	National Science Day	28-Feb-24	HoD of Department
51	National Sports day	29-Feb-24	Sports Coordinator
52	Submission of all reports as per IQAC by HoD before	29-Feb-24	HoD
53	Review of lesson plan coverage and review of assessment of attainment level	29-Feb-24	Class Teachers
Mar-24			
54	Proposed Commencement of semester examination	01- 15 March 24	HoD of Department
55	Practical Exam Schedule	16-18 March 24	HoD of Department
56	Semester Break	19-23 March 24	HoD of Department
57	Holi Milan Samaroh	23-Mar-24	All Faculties
58	Commencement of Teaching for 2nd, 4th & 6th semester students	27-Mar-24	HoD
59	Registration of admitted students	27-31 March 2024	SBTE ERP and Class Teachers
60	Parents Meet	Last Week of March	All Class Teachers and HoD
61	Quarterly JD Revision	30-Mar-24	HoD of Department
62	Submission of all reports as per IQAC by HoD before 5th of every month	30-Mar-24	HoD
63	Review of lesson plan coverage and review of assessment of attainment level	30-Mar-24	Class Teachers
Apr-24			
64	World's Health Day	7-Apr-24	Sports Coordinator
65	Project Topic Formation	8-Apr-24	HoD
66	SF foundation Day	8-Apr-24	All Faculties
67	Project Topic Finalization	12-Apr-24	Guide & Project Coordinator
68	Conduction of 1st Class test for 2nd, 4th & 6th semester students	22- 24 Apr 24	All Faculties
69	Display of 1st Class Test Marks and identification of weak students for	26-Apr-24	All Faculties
70	Submission of Concrete Plan by Concerned HOD's to the Principal for	26-Apr-24	HoD
71	World IPR Day	26-Apr-24	HoD
72	Alumni Meet	Last week April 24	All Staff
73	Submission of all reports as per IQAC by HoD before 5th of every month	30-Apr-24	HoD
74	Review of lesson plan coverage and review of assessment of attainment level	30-Apr-24	Class Teachers
May-24			
75	Sports Meet	3- 4 May 24	All Faculties
76	Placement Talk	15-May-24	HoD / TPO
77	Conduction of 2nd Class test for 2nd, 4th & 6th semester students	27- 28 May 24	All Faculties
78	Display of 2nd Class Test Marks and identification of weak students for	30-May-24	All Faculties
79	Submission of Concrete Plan by Concerned HOD's to the Principal for	30-May-24	HoD
80	Submission of all reports as per IQAC by HoD before 5th of every month	31-May-24	HoD
81	Review of lesson plan coverage and review of assessment of attainment level	31-May-24	Class Teachers
82	Issuance of Letter for Internship/ Swatch Bharat Mission	31-May-24	HoD / TPO

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## Academic calendar for the Diploma Courses 2023-2024

Jun-24			
83	Summer Internship	02-29 Jun 24	HoD / TPO
84	World Environment day	5-Jun-24	Sports Coordinator
85	Yoga Day	21-Jun-24	Sports Coordinator
86	Staff Appraisal Report	30-Jun-24	HoD of All Department
Jul-24			
87	Tree Plantation	14-Jul-24	HoD of All Department
88	Conduction of 3rd Class test for 2nd, 4th & 6th semester students	18- 20 Jul 24	All Faculties
89	Display of 3rd Class Test Marks and identification of weak students for extra classes	22-Jul-24	All Faculties
90	Submission of Concrete Plan by Concerned HOD's to the Principal for conduct of remedial classes for weak students	22-Jul-24	HoD
91	Tutor Meet	28-Jul-24	HoD of All Department
92	Review of lesson plan coverage and review of assessment of attainment level	31-Jul-24	Academic Coordinator
93	Submission of all reports as per IQAC by HoD before 5th of every month	31-Jul-24	HoD
24-Aug			
94	Parents Meet	5-Aug-24	HoD of All Department
95	Conduction of 4th Class test for 2nd, 4th & 6th semester students	7-9 Aug 24	All Faculties
96	Display of 4th Class Test Marks and identification of weak students for extra classes	12-Aug-24	All Faculties
97	Submission of Concrete Plan by Concerned HOD's to the Principal for conduct of remedial classes for weak students	12-Aug-24	HoD
98	Independence Day	15-Aug-24	Central Team
99	Submission of Examination form for 1st ,3rd & 5th semester students	20-22 Aug 24	HoD of Department
100	World's Enterprenuer Day	21-Aug-24	
101	Admit Card Download	24-Aug-24	HoD of Department
102	Proposed Commencement of semester examination	28 Aug - 9 Sept 24	HoD of Department
103	Review' of lesson plan coverage and review of assessment of attainment level	31-Aug-24	Class Teachers
104	Submission of all reports as per IQAC by HoD before 5th of every month	31-Aug-24	HoD
24-Sep			
105	Teachers Day	5-Sep-24	HoD of Department
106	Practical Exam Schedule	10-12 Sept 24	HoD of Department
107	Student Welfare Activity	Every Fourth Saturday of Each Month	HoD of Department

**Note: -**

- 1) If the proposed date of certain activity happens to be a holiday, next working date shall be taken as date of activity.
- 2) Tutor system for students to be followed for proper guidance in academics, training, and placement for overall development.
- 3) Communicate the attendance status of each month to students and parents i.e., attendance if less than 75%.
- 4) Emphasis to be given on the following activities for overall development of students:
  - Improving communication skills, soft skills, presentation skills, motivating Lecturers, organizing educational tours, trekking, rock climbing, rafting, mountaineering etc.
  - Organizing entrepreneurship development program, alumni meetings, industrial visits, career counseling, job fair, improving, pedagogy/teaching learning process etc.
  - Extra Classes for weaker students to reduce dropout rate and to improve pass percentage.
  - Women's Grievance Redressal & Counseling Cell.
- 5) Additional activities for Polytechnics:
  - Aadhar Card enrolment for all students and faculty
  - Institute level cultural and sports meet (As per Institute/State Calendar)
  - State level sports meet
  - To facilitate the students to get their passport issued
  - NCC Club, NSS Club, Startup Club, Student's Club, I T Club

  
Academic Coordinator

  
Admin Coordinator



  
Principal