



**ST. FRANCIS INSTITUTE OF TECHNOLOGY**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**  
**MT. POINSUR, BORIVALI (W), MUMBAI**

**Departmental Academic Calendar - Term I, A.Y. 2021-2022 (July-Dec 2021)**

Sr. No.	Date/Day	Activity	Responsible Committee / Individual/Resource	Venue
1.	10/7/2021	Dept Meeting	Dept. HOD and Staff	Online
2.	10/07/2021 Saturday	Preparation and Upload of time Table and Student list	Time Table Committee	SFIT
3.	12/07/2021 Monday	Commencement Odd Semester for TE /BE	Department HODs	
4.	16/07/2021 Friday	Submission and display of Session plan	HOD's/ All Teachers	
5.	23/7/2021	Individual Time Table submission	Time Table Committee	
6.	24/7/2021	ITSA Welcome and Farewell Program	ITSA Team	
7.	30/7/2021	Software Testing in Industries for BE IT	ITSA Team ( Industry Expert)	
8.	31/07/2021	Innovation and Invention Competition ( Round 1)	Dr Nitika Rai ( Innovation and Invention committee)	
9.	1/8/2021	Session on Improving The Quality of Q-paper	Dr Joanne Gomes	
10.	7/8/2021	Innovation and Invention Competition Presentation	Dr Nitika Rai ( Innovation and Invention committee)	
11.	7/8/2021	Session on Cyber Security ( Open to all)	ITSA Team ( Industry Expert)	
12.	6/8/2021	Submission of Assignment Test 1 and IAT 1 portion	All teachers	
13.	14/8/2021	Expert session on Web Based Business Model (ITM501) mini project.	Ms. Goenka / Dr Prachi Raut	
14.	Complete by 20/8/2021	Assignment Test 1	All teachers	Will be communicated separately
15.	Complete by 20/8/2021	First mentoring session of all mentees	Respective mentors	
16.	21/8/2021 to 23/8/2021	Internal Assessment Test (IAT) – I	Examination committee, All Teachers Feedback Session will be conducted for all classes of SE, TE and BE in coordination with class coordinators	

17.	23/8/2021	Submission of Lab manual	Subject incharge / Ms Jenet/ Mr Rajesh	
18.	21/8/2021 to 23/8/2021	Appraisal with HOD	All teachers	
19.	22/8/2021 onwards	Question paper analysis	Core Team	
20.	Not yet decided	PTI meet	IT Dept	
21.	Not yet decided	Defaulters Meet	Concern students and Class Coordinator	
22.	21/8/2021	RnD Lecture Series	Ms Amrita Mathur	
23.	21/8/2021	Mentoring the Millenials	Dr Prachi Raut	
24.	27/8/2021	Submission of required documents for CC file	All teachers	
25.	27/8/2021	Seminar on Presentation skills for BE students	Ms Mrinmoyee Mukherjee/BE project coordinators	
26.	28/8/2021	Correction and display of marks to students	All teachers	
27.	31/8/2021	Remedial for Academically weaker students	All teachers	
28.	28/8/2021	Session on Web development for TE IT	ITSA Team ( Industry Expert)	
29.	30/8/2021	Podcast-Soft Skill Development ( Open to all)	ITSA Team ( Industry Expert)	
30.	4/9/2021	Self- Appraisal :A critical Reflective Practice	Dr Joanne Gomes/ All teachers	
31.	4/9/2021	JAVA SQL Hands on for SE IT	ITSA Team ( Industry Expert)	
32.	8/9/2021	Social Service activity	ITSA Team / Domain Experts	
33.	18/9/2021	Panel Discussion- Mental Health Awareness	ITSA Team / Domain Experts	
34.	16/9/2021 or 17/9/2021	BE project session on Technical Writing	Dr Prachi Raut / BE Project coordinator	
35.	Not yet decided	Expert session on Web Based Business Model (ITM501) mini project.	Industry Expert /Dr Prachi Raut	
36.	25/9/2021	ESCROW- Virtual Treasure Hunt( Open to all)	ITSA	
37.	17/10/2021	The Role of Research in Teaching Learning	Dr Joanne Gomes/ All teachers	
38.	8/10/2021	Display of Assignment Test 2 and IAT 2 portion	All teachers	
39.	Complete By 21/10/2021	Assignment Test 2	All teachers	Will be communicated separately

40.	Complete By 21/10/2021	Second mentoring session of all mentees	Respective Mentors	
41.	22/10/2021	Internal Assessment Test (IAT) – II for TE, BE	Examination committee, All Teachers	
42.	28/10/2021 onwards	Journal Submissions & Remedial sessions for Academically weaker students	All teachers/ students	
43.	28/10/2021	Display of marks to students(Average Mark sheet)	Class coordinator	
44.	30/10/2021	Mentoring the Mentor session on Quantum Gates	Dr Minal Lopes	
45.	31/10/2021	Last Instructional Date	All teachers	
46.	Not yet decided	Commencement of Oral/Practical Exam	All teachers	
47.	Not yet decided	Commencement of University written exam		
48.	By 15/11/2021	Submission of required documents for class coordinator file	All teachers/ Class Coordinator	
49.	Not yet decided	Appraisal with HOD	All teachers	
50.	31/10/2021 onwards	Question Paper Analysis (IAT 2)	Core Team	
51.	By 30/11/2021	Submission of class coordinator file to HOD	Respective Class Coordinators	
52.	31/12/2021	Innovation and Invention Competition (Round-2)	Dr Nitika Rai / INFT Dept.	
53.	15/12/2021	Submission of subject Preference form	All teachers	
54.	Not yet Decided	Elective subjects orientation and Project orientation	Project Coordinators	
55.	By 31/12/2021	Allocation of subjects	HOD	

**\*5<sup>th</sup> working day after individual papers will be the last date for distribution of corrected answer sheets & display of result on the class notice board.**

\*Prepared By Ms. Prajyoti Dsilva

**Dr Joanne Gomes  
HOD - INFT**

**Principal  
Dr. Sincy George**

**Dean Academics  
Dr. Kevin Noronha**