



REAL INSTITUTE OF MANAGEMENT & RESEARCH, NAGPUR

(SAI SHRADDHA CHARITABLE TRUST)

Near Beltarodi Police Station, Beltarodi Road Nagpur-440037

Academic Calendar – Session 2019- 2020 MBA-I Semester - II

Pre-Preparation of Semester –

- I. Declaration & Distribution (for faculty) – 12th April – 16th April, 2019
 - a. Subject allotment (to be done minimum one month before commencement of classes)
 - b. Roll call sheet
 - c. Internal Marks Policy to Teachers (By HOD)
 - d. Mentoring sheets
 - e. Departmental Academic Calendar
 - f. Blank Subject File & Course File with tindex
 - g. Portfolio Distribution

- II. Display on Notice board (for students) - 28th December-3rd January, 2019
 - a. Room numbers of Classes & Subject Teacher Details.
 - b. Roll call list & Time-Table.
 - c. Exam Grievance Cell (EGC) Details.
 - d. Unit Test Time Table.
 - e. Mentor-Mentee List.
 - f. Workshop/ Guest Lecture Schedule.
 - g. Skill Development Plan
 - h. Industrial Visit Plan
 - i. Online certification Plan.

Sr. No.	Events	Scheduled Date I semester
1	Commencement of Classes	25 th April 2019
2	Submission related to subjects - a. Course Data Sheet b. Teaching Plan	25 th – 30 th April 2019
3	Student Mentoring - I Conduction	30 th April 2019
	Submission of 1 st Student Mentoring Report	7 th May 2019
4	Meetings to be conducted with Director – a. Subject Teachers b. Mentors c. Individual meetings with all Portfolio in-charges	2 nd May - 13 th May 2019

5	Guest Lecture - I	11 th May 2019
	Student Mentoring - II Conduction	14 th May 2019
	Assignment - I on 3 units	20 th May 2019
	Submission of 2 nd Student Mentoring Report	21 st May 2019
6	<ul style="list-style-type: none"> a. Monthly Attendance submission b. Student Mentoring - III Conduction (28th May) c. Record of Attendance d. Identification of Slow & Advanced Learners e. Display of time table for Remedial classes f. Mentor - Parent Interaction (Telephonic) g. Subject Assignment - I submission (27th May) h. Display of Unit Test I Time Table. (22nd May) 	22 nd May - 30 th May 2019
7	Unit Test - I (Syllabus - 3 units) Submission of 3 rd Student Mentoring Report	30 th May - 2 nd June 4 th June 2019
	Compilation of Unit test Marks Grievances if any to be submitted to EGC. Display of Unit Test Marks on Notice board.	5 th -7 th June 2019
	Guest Lecture - II	10 th June 2019
	Student Mentoring - IV Conduction	11 th June 2019
	Submission of 4 th Student Mentoring Report NSS Activity - Tree Plantation	18 th June 2019
	Assignment - II on 2 units Display of Unit Test II Time Table.	20 th June 2019
	Student Mentoring - V Conduction	25 th June 2019
	Subject Assignment - II submission	27 th June 2019
	Unit Test - II on (Syllabus - 2 units) Submission of 5 th Student Mentoring Report (2nd July 2019)	4 th - 7 th July 2019
	Compilation of Unit test Marks Grievances if any to be submitted to EGC. Display of Unit Test Marks on Notice board. NSS Activity - Donation of Old News Papers (9th July 2019) Display to PUT Time Table (9th July 2019)	6 th -9 th July 2019
8	Submission of 6 th Student Mentoring Report	16 th July 2019
	Last Teaching Day	16 th July 2019
	Pre-University Test (PUT) Exam Syllabus - 5 units	18 th July - 25 th July

5	Guest Lecture - I	13 th May 2019
	Student Mentoring – II Conduction	14 th May 2019
	Assignment – I on 3 units	20 th May 2019
	Submission of 2 nd Student Mentoring Report	21 st May 2019
6	<ul style="list-style-type: none"> a. Monthly Attendance submission b. Student Mentoring – III Conduction (28th May) c. Record of Attendance d. Identification of Slow & Advanced Learners e. Display of time table for Remedial classes f. Mentor - Parent Interaction (Telephonic) g. Subject Assignment – I submission (27th May) h. Display of Unit Test I Time Table. (22nd May) 	22 nd May – 30 th May 2019
7	Unit Test – I (Syllabus – 3 units) Submission of 3 rd Student Mentoring Report	30 th May – 2 nd June 4 th June 2019
	Compilation of Unit test Marks Grievances if any to be submitted to EGC. Display of Unit Test Marks on Notice board.	5 th -7 th June 2019
	Guest Lecture - II	10 th June 2019
	Student Mentoring – IV Conduction	11 th June 2019
	Submission of 4 th Student Mentoring Report	18 th June 2019
	NSS Activity - Tree Plantation	20 th June 2019
	Assignment – II on 2 units Display of Unit Test II Time Table.	25 th June 2019
	Student Mentoring – V Conduction	27 th June 2019
	Subject Assignment – II submission	4 th – 7 th July 2019
	Unit Test – II on (Syllabus – 2 units) Submission of 5 th Student Mentoring Report (2nd July 2019)	6 th -9 th July 2019
	Compilation of Unit test Marks Grievances if any to be submitted to EGC. Display of Unit Test Marks on Notice board. NSS Activity – Donation of Old News Papers (9th July 2019) Display to PUT Time Table (9th July 2019)	16 th July 2019
8	Submission of 6 th Student Mentoring Report	16 th July 2019
	Last Teaching Day	18 th July – 25 th July
	Pre-University Test (PUT) Exam Syllabus – 5 units	

signature of
Academic Coordinator



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Signature of

Officiating
Principal
Offg. Principal
Real Institute of Management
& Research



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Near Beltarodi Police Station, Beltarodi Road Nagpur-440037

Academic Calendar – Session 2019-20 MBA-I Semester (Odd Sem)

Pre-Preparation of Semester –

- I. Declaration & Distribution in department (for staff) – 20nd December -25th December, 2019
 - a. Subject allotment (to be done minimum one month before commencement of classes)
 - b. Roll call sheet
 - c. Internal Marks Policy to Teachers (By HOD)
 - d. Mentoring sheets
 - e. Departmental Academic Calendar
 - f. Blank Subject File & Course File with index
 - g. Portfolio Distribution

- II. Display on Notice board (for students) - 28th December-3rd January, 2020
 - a. Room numbers of Classes & Subject Teacher Details.
 - b. Roll call list & Time-Table.
 - c. Exam Grievance Cell (EGC) Details.
 - d. Unit Test Time Table.
 - e. Induction Programme Schedule
 - f. Mentor-Mentee List.
 - g. Workshop/ Guest Lecture Schedule.
 - h. Skill Development Plan
 - i. Industrial Visit Plan
 - j. Online certification Plan

Sr. No.	Events	Scheduled Date I semester
1	Induction Program	10 th January-13 th January 2020
2	Submission related to subjects - a. Course Data Sheet b. Teaching Plan	15 th – 17 th January 2020
3	Meetings to be conducted with Director – a. Subject Teachers b. Mentors c. Individual meetings with all Portfolio in-charges	15 th January- 17 th January 2020

4	Commencing of Session	17 th January 2020
5	Student Mentoring 1 Conduction	20 nd January 2020
6	<ul style="list-style-type: none"> a. Monthly Attendance submission b. Student mentoring 1 report submission c. Record of Attendance d. Identification of Slow & Advanced Learners e. Display of time table for Remedial classes f. Mentor - Parent Interaction (Telephonic) g. Submission of Monthly Conduction report to Programme Coordinator 	31 st January 2020
7	Student Mentoring 2 Conduction	5 th February 2020
8	Student Mentoring 2 report submission	12 th February 2020
9	Subject Assignment 1 Given to students Display of Unit Test I Time Table.	14 th February 2020
10	Guest Lecture - 1	17 th February 2020
11	Student Mentoring 3 Conduction	19 th February 2020
12	Unit Test 1 Exam Conducted (Syllabus – 3 units)	21 st February-20 nd February 2020
13	<ul style="list-style-type: none"> Compilation of Unit test Marks Grievances if any to be submitted to EGC. Display of Unit Test Marks on Notice board. NSS Activity – Health Check-up Camp (25th February 2020) 	23 rd February – 25 th February 2020
14	Student Mentoring 3 Report submission	26 th -February 2020
15	<ul style="list-style-type: none"> a. Monthly Attendance submission b. Record of Attendance c. Mentor - Parent Interaction (Telephonic). d. Submission of Monthly Conduction report to Programme Co-ordinator e. Submission of Assignment – I 	28 th February 2020
16	Guest Lecture -II	2 nd March 2020
17	Student Mentoring 4 Conduction Display of Unit Test II Time Table.	5 th March 2020
18	Introduction to MOOC	12 th March 2020
18	Unit Test II Exam Conducted (Syllabus – 2 units)	14 th March- 15 th March 2020
19	Student Mentoring 4 Report submission	15 th March 2020

20	Compilation of Unit test Marks Grievances if any to be submitted to EGC. Display of Unit Test Marks on Notice board. Subject Assignment 2 Given to students Student Mentoring 5 Conduction Student feedback	17 th March-19 th March 2020
21	a. Monthly Attendance submission b. Maintain records of Final Attendance. c. Mentor - Parent Interaction (Telephonic). d. Submission of Monthly Conduction report to Programme Co-ordinator e. Student Mentoring 5 Report submission f. Submission of Assignment – II	20 th -20 nd March 2019
20	Student feedback analysis & Action plan Last Teaching Day	23 rd March 2020
23	Pre-University Test (PUT) Exam Syllabus – 5 units	24 th March-31 st March 2020
24	Showing the answer sheet to students and discussion with students. Grievances if any to be submitted to EGC. Display of Pre-University Test Marks on Notice board.	2 nd April 2020
25	Internal Marks Finalization	4 th April – 9 th April 2020
26	End of Semester Submission (For Staff) a. Subject File & Course File b. Class Teacher File c. Portfolios files d. Mentoring Files e. Faculty Appraisal	10 th – 15 th April 2020



Signature of

Academic Coordinator




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 Principal
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