



**Academic Calendar – Session 2020-21**  
**MBA-I Semester (Odd Sem)**

**Pre-Preparation of Semester –**

- I. Declaration & Distribution in department (for staff) – 22<sup>nd</sup> December -25<sup>th</sup> December, 2020
  - 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) - 28<sup>th</sup> December-3<sup>rd</sup> January, 2021
  - 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 <sup>th</sup> January-13 <sup>th</sup> January 2021
2	Submission related to subjects - a. Course Data Sheet b. Teaching Plan	15 <sup>th</sup> – 17 <sup>th</sup> January 2021
3	Meetings to be conducted with Director – a. Subject Teachers b. Mentors c. Individual meetings with all Portfolio in-charges	15 <sup>th</sup> January- 17 <sup>th</sup> January 2021

4	Commencing of Session	17 <sup>th</sup> January 2021
5	Student Mentoring 1 Conduction	22 <sup>nd</sup> January 2021
6	<ul style="list-style-type: none"> <li>a. Monthly Attendance submission</li> <li>b. Student mentoring 1 report submission</li> <li>c. Record of Attendance</li> <li>d. Identification of Slow &amp; Advanced Learners</li> <li>e. Display of time table for Remedial classes</li> <li>f. Mentor - Parent Interaction (Telephonic)</li> <li>g. Submission of Monthly Conduction report to Programme Coordinator</li> </ul>	31 <sup>st</sup> January 2021
7	Student Mentoring 2 Conduction	5 <sup>th</sup> February 2021
8	Student Mentoring 2 report submission	12 <sup>th</sup> February 2021
9	Subject Assignment 1 Given to students Display of Unit Test I Time Table.	14 <sup>th</sup> February 2021
10	Guest Lecture - I	17 <sup>th</sup> February 2021
11	Student Mentoring 3 Conduction	19 <sup>th</sup> February 2021
12	<b>Unit Test 1 Exam Conducted (Syllabus – 3 units)</b>	21 <sup>st</sup> February-22 <sup>nd</sup> February 2021
13	<ul style="list-style-type: none"> <li>Compilation of Unit test Marks</li> <li>Grievances if any to be submitted to EGC.</li> <li>Display of Unit Test Marks on Notice board.</li> <li>NSS Activity – Health Check-up Camp (25<sup>th</sup> February 2021)</li> </ul>	23 <sup>rd</sup> February – 25 <sup>th</sup> February 2021
14	Student Mentoring 3 Report submission	26 <sup>th</sup> -February 2021
15	<ul style="list-style-type: none"> <li>a. Monthly Attendance submission</li> <li>b. Record of Attendance</li> <li>c. Mentor - Parent Interaction (Telephonic).</li> <li>d. Submission of Monthly Conduction report to Programme Co-ordinator</li> <li>e. Submission of Assignment – I</li> </ul>	28 <sup>th</sup> February 2021
16	Guest Lecture -II	2 <sup>nd</sup> March 2021
17	Student Mentoring 4 Conduction <b>Display of Unit Test II Time Table.</b>	5 <sup>th</sup> March 2021
18	Introduction to MOOC	12 <sup>th</sup> March 2021
18	<b>Unit Test II Exam Conducted (Syllabus – 2 units)</b>	14th March- 15 <sup>th</sup> March 2021
19	Student Mentoring 4 Report submission	15 <sup>th</sup> March 2021

20	<p>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  <b>Student feedback</b></p>	17 <sup>th</sup> March-19 <sup>th</sup> March 2021
21	<p>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</p>	20 <sup>th</sup> -22 <sup>nd</sup> March 2020
22	<p>Student feedback analysis &amp; Action plan  <b>Last Teaching Day</b></p>	23 <sup>rd</sup> March 2021
23	<p><b>Pre-University Test (PUT) Exam</b>  <b>Syllabus – 5 units</b></p>	24 <sup>th</sup> March-31 <sup>st</sup> March 2021
24	<p>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.</p>	2 <sup>nd</sup> April 2021
25	<p>Internal Marks Finalization</p>	4 <sup>th</sup> April – 9 <sup>th</sup> April 2021
26	<p><b>End of Semester Submission (For Staff)</b>  a. Subject File &amp; Course File  b. Class Teacher File  c. Portfolios files  d. Mentoring Files  e. Faculty Appraisal</p>	10 <sup>th</sup> – 15 <sup>th</sup> April 2021

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Signature of  
Academic Coordinator



Atha

Signature of  
Officiating  
Principal  
Real Institute of Management  
& Research



# REAL INSTITUTE OF MANAGEMENT & RESEARCH, NAGPUR

(SAI SHRADDHA CHARITABLE TRUST)

Near Beltarodi Police Station, Beltarodi Road Nagpur-440037

## Academic Calendar – Session 2021-22

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Signature of

Academic Coordinator




Signature of

**Director**  
**Director**  
**Real Institute of management**  
**& Research**