



# REAL INSTITUTE OF MANAGEMENT & RESEARCH, NAGPUR

(SAI SHRADDHA CHARITABLE TRUST)

Near Beltarodi Police Station, Beltarodi Road Nagpur-440037

## Academic Calendar – Session 2022-23 Semester (Odd)

### Pre-Preparation of Semester –

I. Declaration & Distribution (for staff) – 20<sup>th</sup> Sept 2022 to 24<sup>th</sup> Sept 2022

II. Subject allotment (to be done minimum one month before commencement of classes)

- Roll call sheet
- Internal Marks Policy to Teachers (By HOD)
- Mentoring sheets
- Departmental Academic Calendar
- Blank Subject File & Course File with index
- Portfolio Distribution

III. Display on Notice board (for students) - 6<sup>th</sup> September-10<sup>th</sup> September, 2021

- Room numbers of Classes & Subject Teacher Details.
- Roll call list & Time-Table.
- Exam Grievance Cell (EGC) Details.
- Google Classroom Details.
- Unit Test and sessional Tie Table Time Table.
- Mentor-Mentee List.
- Workshop/ Guest Lecture Schedule.
- Industrial Visit Plan
- NSS Activity
- SIP schedule.

### SUMMER INTERNSHIP PROJECT (SIP)

The students have to undergo summer internship of 6-week (45 days) training under some company/industry/service organization after the competition of Semester II examinations.

**SIP Orientation:** The SIP orientation has been conducted on **6<sup>th</sup> August 2022**

**Objective:** To orient students about the Summer Internship Project process which includes following:

- In the presentation the student will be briefed about the selection of the organization as per the specialization they want to opt in Semester III.
- The format of the summer internship project report as per university guidelines.
- The format of Power Point Presentation format for viva-voce.

#### Instruction delivered

- Each student will be required to give a presentation to the College.
- Each student will be required to submit a project report as per format suggested.

Sr. No.	Events	Scheduled Date III semester	Validate
1	SIP Orientation for Students	06 August 2022	06 August 2022
2	Distribution of the students to Internal Guides	10 <sup>th</sup> August 2022	10 <sup>th</sup> August 2022
3	Discussion of Internship Guides with Industry Supervisors (where students are doing Internship)	Fortnightly Discussion with Supervisor	
4	Commencement of Classes	03 <sup>rd</sup> October 2022	03 <sup>rd</sup> October 2022
5	Submission related to subjects - a. Course Data Sheet b. Teaching Plan	03 <sup>rd</sup> – 08 <sup>th</sup> October 2022	03 <sup>rd</sup> – 08 <sup>th</sup> October 2022
6	Student Mentoring 1 Conduction	07 <sup>th</sup> October 2022	07 <sup>th</sup> October 2022

7	Meetings to be conducted with Head – a. Subject Teachers b. Mentors c. Individual meetings with all Portfolio in-charges October	10 <sup>th</sup> – 15 <sup>th</sup> October 2022	10 <sup>th</sup> Oct 2022 12 <sup>th</sup> Oct 2022 15 <sup>th</sup> Oct 2022
4	Student Mentoring I Report submission	14 <sup>th</sup> October 2022	14 <sup>th</sup> October 2022
5	SIP Viva – Viva	20 <sup>th</sup> October 2022	20 <sup>th</sup> October 2022
6	Diwali Break	22 <sup>nd</sup> -29 <sup>th</sup> October 2022	22 <sup>nd</sup> -29 <sup>th</sup> October 2022
8	a. Monthly Attendance submission b. Display of Attendance c. Display list of students with less attendance d. Assignment – I e. Display of Unit – Test I time Table (04 <sup>th</sup> )	01 <sup>st</sup> - 05 <sup>th</sup> November 2022	01-Nov-2022 02 <sup>nd</sup> -Nov-2022 04 <sup>th</sup> -Nov 2022
9	Student Mentoring II Conduction	04 <sup>th</sup> November 2022	04 <sup>th</sup> November 2022
10	In- house Post Competition	05 <sup>th</sup> November 2022	05 <sup>th</sup> November 2022
11	Submission of Assignment - I	08 <sup>th</sup> November 2022	08 <sup>th</sup> November 2022
12	Student Mentoring II Report submission	11 <sup>th</sup> November 2022	11 <sup>th</sup> November 2022
13	<b>Unit Test 1 Exam Syllabus – 2 units</b>	09 <sup>th</sup> – 16 <sup>th</sup> November 2022	09 <sup>th</sup> – 16 <sup>th</sup> November 2022
14	Guest Lecture	12 <sup>th</sup> November 2022	*11 <sup>th</sup> November 2022
15	Student Mentoring III Conduction	18 <sup>th</sup> November 2022	18 <sup>th</sup> November 2022
16	a. Display of Unit Test Marks b. Identification of Slow & Advanced Learners c. Display of time table for Remedial classes	21 <sup>st</sup> November 2022	21 <sup>st</sup> November 2022
17	Student Mentoring III Report submission	25 <sup>th</sup> November 2022	25 <sup>th</sup> November 2022
18	Campus Drive (Axis Bank Drive by NIIT Ltd)	26 <sup>th</sup> November 2022	26 <sup>th</sup> November 2022
20	Assignment - II	01 <sup>st</sup> December 2022	01 <sup>st</sup> December 2022
21	Student Mentoring IV Conduction	01 <sup>st</sup> December 2022	01 <sup>st</sup> December 2022
22	a. Monthly Attendance submission b. Display of Attendance c. Display list of students with less attendance	01 <sup>st</sup> December 2022	01 <sup>st</sup> December 2022
23	Industrial Visit	02 <sup>nd</sup> – 03 <sup>rd</sup> December 2022	02 <sup>nd</sup> – 03 <sup>rd</sup> December 2022
24	Display of Unit Test - II Time Table	05 <sup>th</sup> December 2022	05 <sup>th</sup> December 2022
25	Submission of Assignment - II	08 <sup>th</sup> December 2022	08 <sup>th</sup> December 2022
26	Student Mentoring IV Report submission	09 <sup>th</sup> December 2022	09 <sup>th</sup> December 2022
27	Session on Resume Writing	10 <sup>th</sup> December 2022	
28	Student Mentoring V Conduction	16 <sup>th</sup> December 2022	16 <sup>th</sup> December 2022
29	<b>Unit Test 2 Exam Syllabus – 2 units</b>	15 <sup>th</sup> – 19 <sup>th</sup> December 2022	**17 <sup>th</sup> to 23 <sup>rd</sup> December 2022
30	NSS Activity	17 <sup>th</sup> December 2022	***06 <sup>th</sup> January 2022
31	In-house Sports Day	18 <sup>th</sup> December 2022	18 <sup>th</sup> December 2022

	Student Mentoring V Report submission	23 <sup>th</sup> December 2022	23 <sup>th</sup> December 2022
33	Student feedback	24 <sup>th</sup> December 2022	24 <sup>th</sup> December 2022
34	Display of Marks of Unit Test - II Display of Pre-University Test (PUT) Exam - Timetable	26 <sup>th</sup> December 2022	26 <sup>th</sup> December 2022
35	Last Teaching Day	31 <sup>st</sup> December 2022	31 <sup>st</sup> December 2022
36	Pre-University Test (PUT) Exam Syllabus – 5 units	1 <sup>st</sup> – 16 <sup>th</sup> January 2022	The sessional Papers had been uploaded on the Google classroom as the University examination started from 15 <sup>th</sup> January 2023
37	Showing the answer sheet to students and discussion with students. Display of Pre-University Test Marks on Notice board. Display of Pre-University Test (Make-up) Time Table.	19 <sup>th</sup> January 2022	Due to University Examination this activity did not take place
38	Internal Marks Finalization	25 <sup>th</sup> January 2022	25 <sup>th</sup> January 2022
39	End of Semester Submission (For Staff) a. Subject File & Course File b. Class Teacher File c. Portfolios files d. Mentoring Files End semester Academic Audit	25 <sup>th</sup> – 31 <sup>st</sup> January 2022	25 <sup>th</sup> – 31 <sup>st</sup> January 2022



Name & Signature of  
Academic Coordinator



Name & Signature of



Principal  
Offg. 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 2022-23

### MBA-I Semester (<sup>EVEN</sup>~~Odd~~ Sem)

#### Pre-Preparation of Semester –

- I. Declaration & Distribution in department (for staff) – 07<sup>th</sup> Nov 2022 to 12<sup>th</sup> Nov 2022
  - 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) - 19<sup>th</sup> November-28<sup>th</sup> November, 2022
  - 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. Certification Courses on Personality Development

Sr. No.	Events	Scheduled Date I semester
1	Induction Program	21 <sup>th</sup> November -26 <sup>th</sup> November 2022
2	Submission related to subjects - a. Course Data Sheet b. Teaching Plan	28 <sup>th</sup> – 30 <sup>th</sup> November 2022
3	Meetings to be conducted with Head – a. Subject Teachers b. Mentors c. Individual meetings with all Portfolio in-charges	28 <sup>th</sup> – 30 <sup>th</sup> November 2022



4	Commencing of Session	28 <sup>th</sup> November 2022
5	Industrial Visit	02 <sup>nd</sup> – 03 <sup>rd</sup> December 2022
6	Student Mentoring 1 Conduction	09 <sup>th</sup> December 2022
7	Personality Development Session – I	10 <sup>th</sup> December 2022
8	Student Mentoring 1 report submission	16 <sup>th</sup> December 2022
9	Personality Development Session – I (Activity & Quiz) <b>Unit Test- I Display of Time Table</b> Assignment – I (On 3 Modules)	17 <sup>th</sup> December 2022
10	Student Mentoring 2 Conduction	23 <sup>th</sup> December 2022
11	Personality Development Session – II Assignment – I Submission	24 <sup>th</sup> December 2022
	<b>Unit Test 1 Exam Conduction (Syllabus – 1 &amp; 2 Modules)</b>	26 <sup>th</sup> Dec – 29 <sup>th</sup> Dec 2022
12	Student Mentoring 2 report submission	30 <sup>th</sup> December 2022
13	a. Monthly Attendance submission b. Record of Attendance c. Unit Test Marks Display d. Showing the answer sheet to students and discussion with students e. Grievances if any to be submitted to EGC. f. Identification of Slow & Advanced Learners g. Display of time table for Remedial classes h. Personality Development Session – II (Activity & Quiz)	31 <sup>st</sup> December 2022
14	Student Mentoring 3 Conduction	06 <sup>th</sup> January 2022
	Personality Development Session – III	07 <sup>th</sup> January 2022
	Student Mentoring 3 report submission	13 <sup>th</sup> January 2022
	Assignment – II (On 2 Modules)	16 <sup>th</sup> January 2022
	Student Mentoring 4 Conduction	20 <sup>th</sup> January 2022
	Personality Development Session – III (Activity & Quiz) Assignment – I Submission Unit Test – II Time Display	21 <sup>st</sup> January 2022
	<b>Unit Test II Exam Conduction (Syllabus – 3 &amp; 4 units)</b> Student Mentoring 4 report submission	27 <sup>th</sup> Jan – 31 <sup>st</sup> Jan 2022
	a. Monthly Attendance submission b. Record of Attendance c. Identification of Slow & Advanced Learners d. Display of time table for Remedial classes	31 <sup>st</sup> Jan 2022
9	Student Mentoring 5 Conduction	03 <sup>rd</sup> February 2022
	a. Display of Unit Test - II Marks b. Showing the answer sheet to students and discussion with students c. Grievances if any to be submitted to EGC.	07 <sup>th</sup> February 2022
	d. Student Mentoring 5 report submission	10 <sup>th</sup> February 2022
10	Student Feedback	13 <sup>th</sup> February 2022
	<b>Last Teaching Day</b>	15 <sup>th</sup> February 2022
	Submission of MSE Workbook Sessional Examination <b>Syllabus – 5 units</b>	16 <sup>th</sup> to 23 <sup>rd</sup> February 2022
	a. Monthly Attendance submission b. Record of Attendance	25 <sup>th</sup> February 2022

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. Internal Marks Finalization	27 <sup>th</sup> February 2022
<b>End of Semester Submission</b> (For Staff) a. Subject File & Course File b. Class Teacher File c. Portfolios files d. Mentoring Files Faculty Appraisal	1 <sup>st</sup> March – 4 <sup>th</sup> March 2022

Signature of  
Academic Coordinator



Signature of  
 Prof. Principal  
 Office of Management  
 & Research  
 Principal

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