



REAL INSTITUTE OF MANAGEMENT & RESEARCH, NAGPUR

(SAI SHRADDHA CHARITABLE TRUST)

Near Beltarodi Police Station, Beltarodi Road Nagpur-440037

Academic Calendar – Session 2023- 2024

MBA-II Semester (EVEN Sem)

Pre-Preparation of Semester –

- I. Declaration & Distribution in department (for staff)
 - 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)
 - a. Room numbers of Classes & Subject Teacher Details.
 - b. Roll call list & Time-Table.
 - c. Unit Test Time Table.
 - d. Mentor-Mentee List.
 - e. Workshop/ Guest Lecture Schedule.
 - f. NSS Activity
 - g. Industrial Visit Plan

Sr. No.	EVENTS	Scheduled Date I semester
1	Submission related to subjects - a. Course Data Sheet b. Teaching Plan	2 nd January to 5 th January 2024
2	Meetings to be conducted with Head – a. Subject Teachers b. Mentors c. Individual meetings with all Portfolio in-charges	2 nd January to 5 th January 2024

3	Commencing of Session	15 th January 2024
4	Student Mentoring 1 Conduction	19 th January 2024
5	Assignment – I (On 2 Modules)	30 th January 2024
	Guest Lecture	3 rd February 2024
	Unit Test- I Display of Time Table	15 th February 2024
6	Student Mentoring 1 report submission	29 th January 2024
	Assignment Submission – I (On 2 Modules)	07 th February 2024
	Student Mentoring 2 Conduction	2 nd February 2024
	Unit Test 1 Exam Conduction (Syllabus – 1 & 2 Modules)	20 th to 23 rd February 2024
7	Student Mentoring 2 report submission	12 th February 2024
	NSS Activity (Chatrapati Shivaji Maharaji Jayanti)	20 th February 2024
	Industrial Visit / Picnic	
8	Student Mentoring 3 Conduction	23 rd February 2024
	Student Mentoring 3 report submission	27 th February 2024
	Assignment – II (On 3 Modules)	02 nd March 2024
	Farewell Party	16 th March 2024
	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. Identification of Slow & Advanced Learners Display of time table for Remedial classes	12 th March 2024
	Assignment – II Submission	11 th March 2024
	Unit Test-II Display of Time Table	15 th March 2024
	Student Mentoring 4 Conduction	22 nd March 2024
	Unit Test II Exam Conduction (Syllabus – 3 & 4 units) Student Mentoring 4 report submission	20 th to 23 rd March 2024
	a. Monthly Attendance submission b. Record of Attendance c. Identification of Slow & Advanced Learners d. Display of time table for Remedial classes	22 nd March 2024
9	Student Mentoring 5 Conduction	5 th April 2024
	PUT Time Table Display	04 th April 2024
	Last Teaching Day	06 th April 2024
	Display of Unit Test - II Marks Showing the answer sheet to students and discussion with students.	10 th April 2024
	Student Mentoring 5 report submission	12 th April 2024
10	Student Feedback	18 th April 2024

Sessional Examination Syllabus – 5 units	8 th -18 th April 2024
Showing the answer sheet to students and Display of Pre-University Test Marks on Notice board.	20 th April 2024
a. Monthly Attendance submission b. Record of Attendance	
Internal Marks Finalization	
End of Semester Submission (For Staff) a. Subject File& Course File b. Class Teacher File c. Portfolios files d. Mentoring Files	25 th April 2024



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Note: The Academic Calendar is subject to the direction provided by the university and as per the availability of academic resource persons. This can be changed under such circumstances.

Academic Calendar – Session 2023-24

MBA-IV Semester (EVEN Sem)

Pre-Preparation of Semester –

- I. Declaration & Distribution in department (for staff)
 - 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)
 - a. Room numbers of Classes & Subject Teacher Details.
 - b. Roll call list & Time-Table.
 - c. Unit Test Time Table.
 - d. Mentor-Mentee List.
 - e. Workshop/ Guest Lecture Schedule.
 - f. NSS Activity
 - g. Industrial Visit Plan

Sr. No.	EVENTS	Scheduled Date I semester
1	Submission related to subjects - a. Course Data Sheet b. Teaching Plan	2 nd January to 5 th January
2	Meetings to be conducted with Head - a. Subject Teachers b. Mentors c. Individual meetings with all Portfolio in-charges	2 nd January to 5 th January

3	Commencing of Session	15 th January 2024
4	Student Mentoring 1 Conduction	19 th January 2024
5	Assignment – I (On 2 Modules)	30 th January 2024
	Guest Lecture	3 rd February 2024
	Unit Test- I Display of Time Table	15 th February 2024
6	Student Mentoring 1 report submission	29 th January 2024
	Assignment Submission – I (On 2 Modules)	07 th February 2024
	Student Mentoring 2 Conduction	2 nd February 2024
	Unit Test 1 Exam Conduction (Syllabus – 1 & 2 Modules)	20 th to 23 rd February 2024
7	Student Mentoring 2 report submission	12 th February 2024
	NSS Activity (Chatrapati Shivaji Maharaji Jayanti)	20 th February 2024
	Industrial Visit / Picnic	
8	Student Mentoring 3 Conduction	23 rd February 2024
	Student Mentoring 3 report submission	27 th February 2024
	Assignment – II (On 3 Modules)	02 nd March 2024
	Project Title Submission	09 th March 2024
	Farewell Party	16 th March 2024
	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. Identification of Slow & Advanced Learners Display of time table for Remedial classes	12 th March 2024
	Assignment – II Submission	11 th March 2024
	Synopsis Submission hard copy	16 th March 2024
	Unit Test-II Display of Time Table	15 th March 2024
	Student Mentoring 4 Conduction	22 nd March 2024
	Unit Test II Exam Conduction (Syllabus – 3 & 4 units) Student Mentoring 4 report submission	20 th to 23 rd March 2024
	a. Monthly Attendance submission b. Record of Attendance c. Identification of Slow & Advanced Learners d. Display of time table for Remedial classes	22 nd March 2024
9	Student Mentoring 5 Conduction	5 th April 2024
	PUT Time Table Display	04 th April 2024
	Last Teaching Day	06 th April 2024
	Display of Unit Test - II Marks Showing the answer sheet to students and discussion with students.	10 th April 2024
	Student Mentoring 5 report submission	12 th April 2024

	Project report submission	15 th April 2024
	Project viva voce and Exit viva	April 2024
10	Student Feedback	18 th April 2024
	Sessional Examination Syllabus – 5 units	8 th -18 th April 2024
	Showing the answer sheet to students and Display of Pre-University Test Marks on Notice board.	20 th April 2024
	a. Monthly Attendance submission b. Record of Attendance	
	Internal Marks Finalization	
	End of Semester Submission (For Staff) a. Subject File& Course File b. Class Teacher File c. Portfolios files d. Mentoring Files	25 th April 2024



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