

**WORK SCHEDULE/CALENDER**  
**(For BE Final Year Students)**

WEEK	WORK PLAN	RESPONSIBILITY
1 (05.01.2015)	Selection of Project Title and Supervisor (Form 1)	Student
2 (09.01.2015)	Determination of Title and Produce Project Abstract and Declaration form (Form 1 and 2)	Student, Supervisor
2 (12.01.2015)	Confirmation of Title of the Project and Conduction of Zeroth Review	Supervisor, HoD
3 - 4 (16.01.2015)	Writing of Project Proposal (Form 3)	Student, Supervisor
4 (22.01.2015)	Assessment of Project Proposal with Supervisor (Form 4)	Supervisor, HoD
End Of 4 <sup>th</sup> Week (26.01.2015)	Present at First Review	Student
5(28.01.2015)	Assessment of Students Review and Allotment of Marks (Form5)	Supervisor, HoD/Committee
5 (29.01.2015)	Entry of Marks	Supervisor
6 (03.02.2015)	Submission of Claim for Equipment (If Any)	Student
6 - 9 (24.02.2015)	Work (Phase 1) (Experiment/Theoretical/Analysis) Will Be Started	Student, Supervisor
Every Day 02.03.2015	Submission of Logbook (Form6) and present Intermediate review	Student, Supervisor, HoD
10 - 12 (20.03.2015)	Work (Phase 2)	Student

13 (25.03.2015)	Submission of Pre Final Draft and Conduction Of Second Review	Student
14 - 15 (30.03.2015)	Submission of Final Report (Form 7)	Student
15 (02.04.2015)	Assessment of Final Report With Supervisor(Form 8)	Supervisor
15 (03.04.2015)	Present for Third Review	
15 - 16 (04.04.2015)	Assessment of Third Review And Allotment Of Marks (Form 9)	Student, Supervisor
16 (10.04.2015)	Submission of Technical Paper (guidelines for preparing journal to be updated)	Student
End of 16 <sup>th</sup> week (11.04.2015)	Entry of Marks	Supervisor, HoD/Committee