Academic Calendar S8 B.Tech, Dec 2015 - April 2016

SI No	EVENT	DATE	Responsibility	Monitoring Authority
1	Registration	8-11 Dec	Office	Principal
2	Submission of course plan, CO-PO mapping, assignment questions, series questions, rubrics for CO evaluation, tutorial sheets	11 Dec	DQAC	IQAC
3	Schedule of internal assessment	11 Dec	Faculty adviser	Dept. Ac. Coordinator
4	Entry of students data in Eazy Campus	11 Dec	Dept Eazy Campus coordinator	Faculty adviser
5	Commencement of Class Work	14 Dec	Dean(UG)	Principal
6	Last Date of Registration with Fine	18 Dec	Office	Principal
7	Handover QP to Examination office after scrutiny by the quality assurance cell of the dept	16 Dec	DQAC	HoD
8	First class committee meeting	17 Dec	Faculty adviser	HoD
9	Monthly attendance publishing	15 Jan	Dept. Ac. Coordinator	HoD
10	Faculty Evaluation 1	25-28 Jan	HoD	Dean (UG)
11	Review of Evaluation	1 Feb	Dean(UG), Dean(PG), HoD, IQAC coordinator	Principal
12	Annual Sports	2, 3 Feb	PD	Principal
13	First Series Test	15-17 Feb	Addl chief supdt	Principal
14	Publishing of first series test marks/ sending the report to parents	25 Feb	Faculty adviser	HoD
15	Second class Committee Meetings	26 Feb	Faculty adviser	HoD
16	Monthly attendance publishing	26 Feb	Dept. Ac. Coordinator	HoD
17	Arts Festival	25-27 Feb	Union Adviser	Principal
18	Meeting with parents of students who failed in one or more subjects	5 Mar	Faculty adviser	HoD
19	Review of series test marks and organise Remedial Class	26 Feb to 11 Mar	Dept. Ac. Coordinator	HoD
20	Women's Day	8 Mar	Women's cell	Principal
21	Union Election	11 Mar	Principal	-
22	Retest/Make up tests for first series test	14-16 Mar	DQAC coordinator	HoD
23	Faculty Evaluation 2	14-16 Mar	HoD	Dean (UG)
24	Review of Evaluation	18 Mar	Dean(UG), Dean(PG), HoD, IQAC coordinator	Principal
25	Second Series Test	28-30 Mar	Addl chief supdt	Principal

26	Course Exit Survey	4 Apr	Faculty adviser	HoD
27	Third class committee meeting	4 Apr	Faculty adviser	HoD
28	Last Working Day	8 Apr	Dean (UG)	Principal
29	Publishing of second series test marks/ performance along with attendance report in Eazy Campus	6 Apr	Faculty adviser	HoD
30	Lab tests	4-8 Apr	Dept. Ac. Coordinator	HoD
31	Retest for second series test	11-13 Apr	DQAC coordinator	HoD
32	Publication of Sessional Marks	14, 15 Apr	Faculty adviser	HoD
33	Appeal on Sessional Marks/attendance report	15 Apr	DQAC coordinator	HoD
34	DMC Meeting for finalisation of Internals	18 Apr	DQAC coordinator	HoD
35	Application for condonation of attendance as per University guidelines	12 Apr	Attendance coordinator	Principal
36	Submission of Sessional marks to HODs/Uploading in the University website	18 Apr	Faculty adviser	HoD
37	Commencement of University Exam	Third week of April???	Controller of Examinations	PVC

Note:

- 1. The faculty adviser should report status of classes engaged to academic coordinator/DQAC coordinator and HoD on every week in a prescribed format as shown in Table 1
- 2. The DQAC coordinator should report the status of classes engaged/not engaged, tutorial classes/lab classes to IQAC coordinator 3 PM on alternate Fridays
- 3. HoD is solely responsible for keeping the time schedule without any lag

	TABLE 1	TABLE 1 (Class)			
Week from	to	No. Of working days			

Subject	Hrs/week	Faculty	Hrs engaged	Hrs not engaged	Hrs arranged	Remarks