

**Academic Calendar S3/S5 MCA, Dec
2015 - April 2016**

Sl No	EVENT	DATE	Responsibility	Monitoring Authority
1	Registration	3,4 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	7 Dec	Dept Eazy Campus coordinator	Faculty adviser
5	Commencement of Class Work	7 Dec	Dean(UG)	Principal
6	Last Date of Registration with Fine	10 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	Arts Festival	25-27 Feb	Union Adviser	Principal
16	Second class Committee Meetings	26 Feb	Faculty adviser	HoD
17	Monthly attendance publishing	26 Feb	Dept. Ac. Coordinator	HoD
18	Meeting with parents of students who failed in one or more subjects	5 Mar	Faculty adviser	HoD
19	Women's Day	8 Mar	Women's cell	Principal
20	Union Election	11 Mar	Principal	-
21	Review of series test marks and organise Remedial Class	26 Feb to 11 Mar	Dept. Ac. Coordinator	HoD
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

