

**Academic Calendar S1 MCA, Oct
2015 - Mar 2016**

SI No	EVENT	DATE	Responsibility	Monitoring Authority
1	Registration	NA	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	30 Oct	Dept Eazy Campus coordinator	Faculty adviser
5	Commencement of Class Work	29 Oct	Dean(UG)	Principal
6	Last Date of Registration with Fine	NA	Office	Principal
7	Handover QP to Examination office after scrutiny by the quality assurance cell of the dept	11 Dec	DQAC	HoD
8	First class committee meeting	10 Dec	Faculty adviser	HoD
9	Monthly attendance publishing	11 Dec	Dept. Ac. Coordinator	HoD
10	Faculty Evaluation 1	11 Dec	HoD	Dean (UG)
11	Review of Evaluation	14 Dec	Dean(UG), Dean(PG), HoD, IQAC coordinator	Principal
12	First Series Test	11-13 Jan	Addl chief supdt	Principal
13	Publishing of first series test marks/ sending the report to parents	19 Jan	Faculty adviser	HoD
14	Second class Committee Meetings	20 Jan	Faculty adviser	HoD
15	Monthly attendance publishing	20 Jan	Dept. Ac. Coordinator	HoD
16	Meeting with parents of students who failed in one or more subjects	23 Jan	Faculty adviser	HoD
17	Review of series test marks and organise Remedial Class	20 Jan to 29 Jan	Dept. Ac. Coordinator	HoD
18	Annual Sports	2, 3 Feb	PD	Principal
19	Retest/Make up tests for first series test	1-5 Feb	DQAC coordinator	HoD
20	Faculty Evaluation 2	4 Feb	HoD	Dean (UG)
21	Review of Evaluation	8 feb	Dean(UG), Dean(PG), HoD, IQAC coordinator	Principal
22	Arts Festival	25-27 Feb	Union Adviser	Principal
23	Second Series Test	1-3 Mar	Addl chief supdt	Principal
24	Course Exit Survey	4 Mar	Faculty adviser	HoD
25	Third class committee meeting	4 Mar	Faculty adviser	HoD

