

**Academic Calendar Even Semester- 2017-18 (January 2018 - April 2018)
(S8 BTech, S5 MCA)**

Sl.No.	EVENT	DATE	Responsibility	Monitoring Authority
1	College level Registration ends	20 Dec 2017	Office	UG Dean
2	Subject group meeting (finalize CO – PO mapping, need of pre-requisite test etc.)	21 Dec 2017	Dept. Ac. Coordinator	HoD
3	Submission of course delivery plan (Date wise), CO-PO mapping.	22 Dec 2017	DQAC	IQAC
4	Entry of students data including Electives in Eazy Campus	22 Dec 2017	Dept Eazy Campus coordinator	Senior advisor
	Last Date of College level Registration with fine	29 Dec 2017	UG dean	Principal
5	Schedule of internal assessment	01 Jan 2018	Senior advisor	Dept. Ac. Coordinator
	Mannam Jayanthi	02 Jan		
6	Commencement of Class Work	03 Jan 2018	UG Dean	Principal
7	Advisory meeting	03 Jan (9am -10 am)	Senior Advisor, Advisors	HoD
8	Pre-requisite evaluation / diagnostic test for identification of at risk students	04 Jan	Faculty	HoD
9	Support classes for at risk students based on pre-requisite evaluation	05 Jan -10 Jan	Faculty	HoD
10	First class committee meeting	08 Jan	Senior advisor	HoD
11	Formulation of Question bank, assignment portions, Tutorial sheets, Series questions, CO evaluation questions & methods.	10 Jan	DQAC	IQAC
12	End of Registration to KTU Portal	12 Jan	Office Academic section	UG Dean
13	Class assignment -I	22-31 Jan	Faculty	HoD
	Republic Day (Annual alumni meeting)	26 Jan	Alumni association	Principal
14	Handover QP for I series test to the Examination office after scrutiny by the quality assurance cell of the dept	31 Jan	DQAC	HoD
15	Monthly attendance publishing and	02 Feb	Dept. Ac.	

	informing the shortage of attendance to parents.		Coordinator, Senior Advisor	HoD
16	Submission of Academic Review- I	02 Feb	Dept. Ac. Coordinator	HoD
17	Generation of internal hall ticket through Eazy campus	09 Feb	Dept. Ac. Coordinator	HoD
18	Faculty Evaluation 1	12-15 Feb	HoD	Principal
19	First Series Test(Modules I&II)	12-15 Feb	Addl chief supdt	UG Dean
	Mahasivarathri	13 Feb		
20	Review of Faculty Evaluation	15 Feb	Dean(UG), Dean(PG), HoD, IQAC coordinator	Principal
21	Annual Sports	16-17 Feb	PD	Principal
22	Second class Committee Meeting	20 Feb	Senior advisor	HoD
23	Publishing of first series test marks/ sending the report to parents	21 Feb	Senior advisor	HoD
24	Project Interim Evaluation	20-21 Feb	Dept. Project coordinator	Dept. Ac. Coordinator
25	College Level Arts Festival & Techno cultural Symposium	22-25 Feb	College Union Advisor	Principal
26	Meeting with parents of students who failed in one or more subjects	24 Feb	Senior advisor	HoD
27	Class assignment -II	01-08 March	Faculty	HoD
28	Monthly attendance publishing and informing the shortage of attendance to parents.	02 Mar	Dept. Ac. Coordinator, Senior Advisor	HoD
29	Women's Day Celebration	08 Mar	Women's cell	Principal
30	Class assignment –III	19-23 Mar	Faculty	HoD
31	Project Final Evaluation	26-28 Apr	Faculty advisor	HoD
	Maundy Thursday, Good Friday	29-30 Mar		
32	College level Project Poster Presentation competetion	02 Apr	Dept. Project coordinator	Dean research
33	Generation of internal hall ticket through Eazy campus	03 Apr	Dept. Ac. Coordinator	HoD
34	Third class committee meeting	03 Apr	Senior advisor	HoD
35	Submission of Academic Review- II	03 Apr	Dept. Ac. Coordinator	HoD
36	Second Series Test (Modules II &IV)	04-06 Apr	Addl chief supdt	UG Dean
37	Faculty Evaluation 2	06 Apr	HoD	Principal
38	Review of Faculty Evaluation	09 Apr	Dean(UG), Dean(PG), HoD, IQAC coordinator	Principal

39	Course Exit Survey & Graduate Exit survey	10 Apr	Senior advisor	HoD
40	Last Working Day	10Apr	UG Dean	Principal
41	Publishing of second series test marks	11 Apr	Senior advisor	HoD
42	Dept. level Meeting for finalization & Publication of internal Marks	11 Apr	DQAC coordinator	HoD
43	Publication of Attendance	11 Apr	Senior Advisor	UG Dean
44	Meeting of the internal marks assessment committee to finalize Internal Marks	12 Apr	UG Dean	Principal
45	Forward attendance and internal marks to KTU.	13 Apr	Faculty	UG Dean
46	Attainment evaluation for 100% CO's to be completed		Programme co-ordinator	HoD
47	Evaluation of PO attainment		Programme co-ordinator	HoD
48	Commencement of University Exam	23 Apr	Controller of Examinations	PVC

Note:

1. 75% attendance is made compulsory to appear for series test. Hall tickets will be issued through Easy campus on the basis of attendance, 3 days prior to the Test I & Test II .
2. **Retests will be permitted only on prior requests based on the seriousness of the reason**
3. Students can submit leave application along with medical certificate and recommendation letter from senior advisor and faculty, **only on genuine medical reasons to IQAC through proper channel within 3 days of rejoining after availing medical leave. The duty leave application also need to be submitted through easy campus within three days.**
4. The Senior Advisor is requested to report status of classes engaged to academic coordinator/DQAC coordinator and HoD on every week in the prescribed format as shown in Table 1.
5. The DQAC coordinator is requested to report the status of classes engaged/not engaged, tutorial classes/lab classes to IQAC coordinator on alternate Fridays.
6. HoD is solely responsible for keeping the time schedule without any lag.

TABLE 1 (Class ...)

Week from to No. Of working days:

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