

DEPARTMENT OF ARCHITECTURE, TKM COLLEGE OF ENGINEERING, KOLLAM

ACADEMIC CALENDAR (Even Semester) – DECEMBER 2015 TO JUNE 2016 (Revised on 30/12/2015)

SL.No.	Event	S4	S6	S8	S10	Responsibility	Monitoring Authority
1.	Registration	28 Dec 2015	7 Dec	2 Dec	1 Dec	Office	Principal
2.	Commencement of classes	29 Dec	8 Dec	3 Dec	2 Dec	Dean (UG)	Principal
3.	Faculty to provide course, CO-PO mapping, assignment questions, series questions, tutorial sheets, rubrics	28 Dec	11 Dec	11 Dec	11 Dec	DQAC	IQAC
5	Schedule of internal assignment	28 Dec	11 Dec	11 Dec	11 Dec	Faculty adviser	Ac coordinator
5	Faculty to provide first and second series test question paper	28 Dec	13 Dec	13 Dec	Schedule of thesis reviews	DQAC	HoD
6	HODs to provide QP to Examination office after scrutiny by the quality assurance cell of the dept.	29 Dec	17 Dec	17 Dec	-	DQAC	HoD
7	CC meeting 1	29 Dec	17 Dec	17 Dec	17 Dec	Faculty adviser	HoD
8	Monthly attendance publishing	1 Feb 2016	15 Jan 2016	15 Jan 2016	15 Jan 2016	Ac coordinator	HoD
9	Faculty evaluation 1	4 -5 Feb	20 - 21 Jan	20 - 21 Jan	20 - 21 Jan	HOD	Dean (UG)
10	Annual Sports	2, 3 Feb	2, 3 Feb	2, 3 Feb	2, 3 Feb	PD	Principal
11	First Series test	15 – 17 Feb	25 Jan – 1 st Feb	25 Jan – 1 st Feb	Series of four reviews	Addl. Chief Supt.	Principal
12	Publishing of first series test marks/sending the report to parents	25 th Feb	10 th Feb	10 th Feb		Faculty adviser	HoD
13	Class Committee meeting 2	26 Feb	11 th Feb	11 th Feb		Faculty adviser	HoD
14	Monthly attendance publishing	26 Feb	26 th Feb	26 th Feb		Ac coordinator	HoD
15	Arts Festival	25-27 Feb	25-27 Feb	25-27 Feb		Union Adviser	Principal
16	Meeting with parents of students who failed in one or more subjects	5 Mar	5 Mar	5 Mar		Faculty adviser	HoD

17	Women's Day	8 Mar	8 Mar	8 Mar		Women's cell	Principal
18	Union Election	11 Mar	11 Mar	11 Mar		Principal	
19	Review of series marks and organize remedial class	26 Feb to 11 Mar	26 Feb to 11 Mar	26 Feb to 11 Mar		Ac coordinator	HoD
20	Retest/ Make up test for first series test	14-16 Mar	14-16 Mar	14-16 Mar		DQAC	HoD
21	Faculty evaluation 2	14-16 Mar	14-16 Mar	14-16 Mar	14-16 Mar	HOD	Dean (UG)
22	Review of Evaluation	18 Mar	18 Mar	18 Mar	18 Mar	Dean(UG), Dean(PG), HoD, IQAC coordinator	Principal
23	Second series test	11-13 April	28-30 Mar	28-30 Mar		Addl. Chief Supt.	Principal
24	Course exit survey	22 April	4 th April	4 th April	2 June	Faculty adviser	HoD
25	Last working day	22 April	4 th April	4 th April	2 June	Dean (UG)	Principal
26	Class Committee meeting 3	22 April	4 th April	4 th April	2 June	Faculty adviser	HoD
27	Publishing of second series test marks/ performance along with attendance report in Eazy Campus	17 th April	6 th April	6 th April		Faculty adviser	HoD
28	Jury examination	26 th to 28 th April	6 th to 8 th April	6 th to 8 th April	As per University	University	
29	Retest/ Make up test for second series test	20 th -22 April	11 th to 13 th April	11 th to 13 th April	-	DQAC. coordinator	HoD
30	Publication of sessional marks	25 th April	14, 15 April	14, 15 April	2 June	Faculty adviser	HoD
31	Appeal on sessional marks/ attendance report	25 th April	15 April	15 April	2 June	DQAC coordinator	HoD
32	DMC meeting for final approval of sessionals	28 April	18 April	18 April	3 June	DQAC coordinator	HoD
33	Application of condonation of attendance as per university guidelines	25 th April	25 th April	25 th April			
34	Submission of sessional marks to HODs / uploading in the university website	28 th April	28 th April	28 th April	3 June	Faculty adviser	HoD

