

Academic Calendar S3/S5 MCA, Dec 2016-Mar 2017

SI No.	EVENT	DATE	DATE	Responsibility	Monitoring
		S3	S5		
1	Registration	28 to 30 Nov	28 to 30 Nov	Office	Principal
2	Last Date of Registration with Fine	1-Dec	1-Dec	Office	Principal
3	Entry of students data in Eazy Campus	1-Dec	1-Dec	Office	Advisor
4	Faculty to provide course plan, COs, CO-PO mapping, Assignment questions, rubrics for CO evaluation, tutorial sheets.	2-Dec	2-Dec	Faculty	Subject Group
5	Finalising of course plan, COs, CO-PO mapping	1-Dec	1-Dec	Subject Group	DQAC
6	Commencement of Class Work	5-Dec	5-Dec	Dean UG	Principal
7	First Class Committee Meetings	10-Jan	10-Jan	Sr adviser	HoD
8	Identify the "AT RISK STUDENTS"	16-Jan	16-Jan	Sr adviser	HoD
9	Support classes for at risk students	17 to 23 Jan	17 to 23 Jan	Sr adviser	HoD
10	Monthly attendance publishing and informing the shortage of attendance to parents.	20-Jan	20-Jan	Dept. Ac. Coordinator, Senior Advisor	HoD
11	Online Faculty Evaluation - Mid Term	20-Jan	20-Jan	Sr adviser	HoD

12	Online Faculty Evaluation - Review	23-Jan	23-Jan	HoD	Principal
13	Submission of First Series Test QP	24-Jan	24-Jan	Faculty	DQAC
14	Submission of First Series Test QP after scrutiny by DQAC to Exam Office	27-Jan	27-Jan	DQAC	HoD
15	CO Assessment - Phase I (25%)	27-Jan	27-Jan	Faculty	DAC
16	First Series Test	6 to 8 Feb	6 to 8 Feb	Addl chief supdt	Principal
17	Publishing of first series test marks / performance along with attendance report in Eazy Campus	On or before 15 Feb	On or before 15 Feb	HoD/Sr adviser	HoD
18	Second Class Committee Meeting	10-Feb	10-Feb	Sr adviser	HoD
19	CO Assessment - Phase 2 (25%)	15-Feb	15-Feb	Faculty	DAC
20	Identify the "AT RISK STUDENTS"	15-Feb	15-Feb	Sr adviser	HoD
21	Annual Sports	16-17 Feb	16-17 Feb	PD	Principal
22	Meeting with parents of students who failed in one or more subjects	20-Feb	20-Feb	Sr adviser	HoD
23	Remedial Class	16 to 23 Feb	16 to 23 Feb	DAC	HoD
24	Technical Fest (Department Level)	22-23 Feb	22-23 Feb	Tech Fest Coordinator	HoD
25	CO Assessment - Phase 3 (25%)	6-Mar	6-Mar	Faculty	DAC
26	Women's day	08 Mar	08 Mar	Women's cell	Principal
27	Submission of Second Series Test QP	14-Mar	14-Mar	Faculty	DQAC

28	Arts Festival	16-18 Mar	16-18 Mar	Union Advisor	Principal
29	Submission of Second Series Test QP after scrutiny by DQAC to Exam Office	20-Mar	20-Mar	DQAC	HoD
30	Online Faculty Evaluation - End Term	20-Mar	20-Mar	Sr adviser	HoD
31	Online Faculty Evaluation - Review	21-Mar	21-Mar	HoD	Principal
32	CO Assessment - Phase 4 (25%)	21-Mar	21-Mar	Faculty	DAC
33	Second Series Test	24 to 28 Mar	24 to 28 Mar	Addl chief supdt	Principal
34	Lab tests	29 Mar to 30 Mar	29 Mar to 30 Mar	Faculty	DAC/HoD
35	Course Exit Survey	30-Mar	30-Mar	Sr adviser	HoDs
31	Last Working Day	30-Mar	30-Mar	Dean UG	Principal
36	Application for condonation of attendance as per University guidelines	31-Mar	31-Mar	Eazy Campus coordinator/Senior Advisor	Dean (UG)
37	Publishing of second series test marks/ performance along with attendance report in Eazy Campus	On or before Apr 4	On or before Apr 4	Faculty	HoD/Sr adviser
38	Retest/Make Up tests	5 to 7 Apr	5 to 7 Apr	Addl chief supdt	Addl chief supdt
39	STEPS Programme	07 Apr	07 Apr	STEPS Co-ordinator	Principal
40	Course Team Meeting for finalisation of Internals	07-Apr	07-Apr	DAC	HoD/Sr adviser
41	Publication of Sessional Marks	10-Apr	10-Apr	HoD/Sr adviser	HoD/Sr adviser

	Attainment evaluation for 100% CO's to be completed	10-Apr	10-Apr	Programme co-ordinator	HoD
42	Appeal on Sessional Marks/attendance report	11-Apr	11-Apr	DQAC	HoD
43	DMC Meeting for final approval of sessionals	12-Apr	12-Apr	HoD	HoD
44	Submission of sessional marks to HoD	12-Apr	12-Apr	HoD	HoD
	Submission of Sessional marks to HODs/Uploading in the University website			Sr. advisor	HoD
	Evaluation of PO attainment			Programme co-ordinator	HoD
	Commencement of University Exam			Controller of Examinations	PVC

Note:

1. Maximum number of duty leave permitted in a semester is FIVE. Students must get prior permission from senior advisor except for supplementary/improvement exams. Entry of duty leave in Eazy campus is to be completed within FIVE.
2. The Senior Advisor 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.
3. The DQAC coordinator should report the status of classes engaged/not engaged, tutorial classes/lab classes to IQAC coordinator 3 PM on alternate Fridays.
4. 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