

Academic Calendar S4 B.Tech
Jan 2016 - May 2016

SI No	EVENT	DATE	Responsibility	Monitoring Authority
1	Registration	23 Jan -29 Jan	Office	Principal
2	Submission of course plan, CO-PO mapping, assignment questions, series questions, rubrics for CO evaluation, tutorial sheets	29 Jan	DQAC	IQAC
3	Schedule of internal assessment	29 Jan	Faculty adviser	Dept. Ac. Coordinator
4	Entry of students data in Eazy Campus	30 Jan	Dept Eazy Campus coordinator	Faculty adviser
5	Commencement of Class Work	1 Feb	Dean(UG)	Principal
6	Last Date of Registration with Fine	4 Feb	Office	Principal
7	Handover QP to Examination office after scrutiny by the quality assurance cell of the dept	5 Feb	DQAC	HoD
8	First class committee meeting	Before 5 Feb	Faculty adviser	HoD
9	Annual Sports	2, 3 Feb	Physical Education	HoD
10	Arts Festival	25-27 Feb	Union Adviser	Principal
11	First Series Test	1-4 Mar	Addl chief supdt	Principal
12	Faculty Evaluation 1	8 Mar	HoD	Dean (UG)
13	Women's Day	8 Mar	Women's cell	Principal
14	Union Election	11 Mar	Principal	-
15	Review of Evaluation	14 Mar	Dean(UG), Dean(PG), HoD, IQAC coordinator	Principal
16	Monthly attendance publishing	15 Mar	Dept. Ac. Coordinator	HoD
17	Publishing of first series test marks/ sending the report to parents	14 Mar	Faculty adviser	HoD
18	Second class Committee Meetings	16 Mar	Faculty adviser	HoD
19	Meeting with parents of students who failed in one or more subjects	19 Mar	Faculty adviser	HoD
20	Review of series test marks and organise Remedial Class	15-19 Mar	Dept. Ac. Coordinator	HoD
21	Retest/Make up tests for first series test	21-23 Mar	DQAC coordinator	HoD
22	Second Series Test	11-13 Apr	Addl chief supdt	Principal
23	Monthly attendance publishing	15 Apr	Dept. Ac. Coordinator	HoD
24	Faculty Evaluation 2	18-20 Apr	HoD	Dean (UG)
25	Publishing of second series test marks/ performance along with attendance report in Eazy Campus	20 Apr	Faculty adviser	HoD
26	Review of Evaluation	25 Apr	Dean(UG), Dean(PG), HoD, IQAC coordinator	Principal
27	Lab tests	25-27 Apr	Dept. Ac. Coordinator	

