

ACADEMIC CALENDER S4 MCA JUNE 2017 – OCT 2017

SI No.	EVENT	DATE	Responsibility	Monitoring
1	Registration	1-Jun	Office	Principal
2	Last Date of Registration with Fine	3-Jun	Office	Principal
3	Entry of students data in Eazy Campus	1-Jun	Office	Advisor
4	Faculty to provide course plan, COs, CO-PO mapping, Assignment questions, rubrics for CO evaluation, tutorial sheets.	1-Jun	Faculty	Subject Group
5	Finalizing of course plan, COs, CO-PO mapping	2-Jun	Subject Group	DQAC
6	Commencement of Class Work	5-Jun	Dean UG	Principal
7	Advisory Meeting	5-Jun	Senior Advisor, Advisors	HoD
8	Schedule of assignments	7-Jun	Senior Advisor	Dept. Ac. Coordinator
9	First Class Committee Meeting	30-Jun	Sr adviser	HoD
10	Identify the "AT RISK STUDENTS"	03-Jul	Sr adviser	HoD
11	Support classes for "AT RISK STUDENTS"	04 to 11 Jul	Sr adviser	HoD
12	Placement Training	18-19 July 4-5 Aug	Placement Officer	Principal

13	Monthly attendance publishing and informing the shortage of attendance to parents.	30-Jun	Dept. Ac. Coordinator, Senior Advisor	HoD
14	Online Faculty Evaluation - Mid Term	30-Jun	Sr adviser	HoD
15	Online Faculty Evaluation - Review	3Jul	HoD	Principal
16	Submission of First Series Test QP	3-Jul	Faculty	DQAC
17	Submission of First Series Test QP after scrutiny by DQAC to Exam Office	10-Jul	DQAC	HoD
18	CO Assessment - Phase I (25%)	10-Jul	Faculty	DAC
19	First Series Test	17 to 19 Jul	Addl chief supdt	Principal
20	Publishing of first series test marks / performance along with attendance report in Eazy Campus	On or before 24 Jul	HoD/Sr adviser	HoD
21	Second Class Committee Meeting	21-Jul	Sr adviser	HoD
22	CO Assessment - Phase 2 (25%)	31-Jul	Faculty	DAC
23	Identify the "AT RISK STUDENTS"	01-Aug	Sr adviser	HoD
24	Meeting with parents of students who failed in one or more subjects	31-Jul	Sr adviser	HoD
25	Remedial Class	2 to 8 Aug	DAC	HoD
26	CO Assessment - Phase 3 (25%)	8-Aug	Faculty	DAC

27	Submission of Second Series Test QP	14-Aug	Faculty	DQAC
28	Independence Day	15 Aug		
29	Submission of Second Series Test QP after scrutiny by DQAC to Exam Office	21-Aug	DQAC	HoD
30	Online Faculty Evaluation - End Term	21-Aug	Sr adviser	HoD
31	Online Faculty Evaluation - Review	21-Aug	HoD	Principal
32	CO Assessment - Phase 4 (25%)	21- Aug	Faculty	DAC
33	Second Series Test	13 to 15 Sep	Addl chief supdt	Principal
34	Lab tests	29 to 30 Aug	Faculty	DAC/HoD
35	Onam Celebration	31 August	Dean Student Affairs	Principal
36	Onam vacation begins , Bakreed	01 Sept		
37	Onam Vacation	01-10 Sept		
38	Reopening	11 Sept		
39	Sree Krishna Jayanthi	12 Sept		
40	Course Exit Survey	15-Sep	Sr adviser	HoDs
41	Last Working Day	15-Sep	Dean UG	Principal

42	Application for condonation of attendance as per University guidelines	18-Sep	Eazy Campus coordinator/Senior Advisor	Dean (UG)
43	Publishing of second series test marks/ performance along with attendance report in Eazy Campus	On or before 20 Sep	Faculty	HoD/Sr adviser
44	Sree Narayana Guru Samadhi	21 Sept		
45	Retest/Make Up tests	22 to 28 Sep	Addl chief supdt	Addl chief supdt
46	Course Team Meeting for finalisation of Internals	28-Sep	DAC	HoD/Sr adviser
47	Mahanavami	29 Sept		
48	Vijayadasami, Muharam	30 Sept		
49	Gandhi Jayanthi	2 Oct		
50	Publication of Sessional Marks	3-Oct	HoD/Sr adviser	HoD/Sr adviser
51	Attainment evaluation for 100% CO's to be completed	25-Sep	Programme co-ordinator	HoD
52	Appeal on Sessional Marks/attendance report	5-Oct	DQAC	HoD
53	DMC Meeting for final approval of sessionals	6-Oct	HoD	HoD
54	Submission of sessional marks to HoD	6-Oct	HoD	HoD

55	Submission of Sessional marks to HODs/Uploading in the University website		Sr. advisor	HoD
56	Evaluation of PO attainment	10-Oct	Programme co-ordinator	HoD
57	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