

**Academic Calendar S6 B.Tech, Jan
2015 - April 2016**

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

